

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE U		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 03		3. EFFECTIVE DATE 04-Mar-2014		4. REQUISITION/PURCHASE REQ. NO. H912693353A074000		5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY CODE		N00189		7. ADMINISTERED BY (If other than Item 6) CODE		S2404A	
NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 danielle.martin1@navy.mil 215-697-2003				DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342			

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)		
			10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-EX08 10B. DATED (SEE ITEM 13) 13-Mar-2013		
					[X]
CAGE CODE 17038	FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[]	
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) 52.217-9 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return 1 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) Steven Fredericks, Seaport-e BMO (McLean)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Thomas Kaczmarek, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Steven Fredericks (Signature of person authorized to sign)	15C. DATE SIGNED 10-Mar-2014	16B. UNITED STATES OF AMERICA BY /s/Thomas Kaczmarek (Signature of Contracting Officer)	16C. DATE SIGNED 11-Mar-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

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GENERAL INFORMATION

The purpose of this modification is to:

Exercise Option I with a period of performance of 19 March 2014 through 18 March 2015.
The CLINS for Option I are 4001, 6001, 7000, and 9000.

Accordingly, said Task Order is modified as follows:

Option I has been incrementally funded :

Labor CLIN/SLIN 400101 \$10,036.52

Labor CLIN/SLIN 700001 \$192,556.71

Travel CLIN/SLIN 600001 \$0.00

Travel CLIN/SLIN 900001 \$17,222.54

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 \$201,915.69 by \$219,815.77 to \$421,731.46.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400101	O&MN,N	0.00	10,036.52	10,036.52
700001	O&MN,N	0.00	192,556.71	192,556.71
900001	O&MN,N	0.00	17,222.54	17,222.54

The total value of the order is hereby increased from \$201,915.69 by \$220,858.23 to \$422,773.92.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
4001	0.00	10,036.52	10,036.52
6001	0.00	0.00	0.00
7000	0.00	192,556.71	192,556.71
9000	0.00	18,265.00	18,265.00

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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
-----	---	-----	----	----	-----	-----	-----
4000	R425	Contracted Advisory Assistance Service (CAAS) (O&MN,N)	1.0	LO	██████████	██████████	\$198,647.35
4001	R425	Contracted Advisory Assistance Service (CAAS) (O&MN,N)	1.0	LO	██████████	██████████	\$10,036.52
400101	R425	(O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	----	----	-----
6000	R425	Travel in support of CLIN 4000 (O&MN,N)	1.0	LO	\$3,268.34
6001	R425	Travel in support of CLIN 4001 (O&MN,N)	1.0	LO	\$0.00
600101	R425	(O&MN,N)			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----	---	-----	----	----	-----	-----	-----
7000	R425	Contracted Advisory Assistance Service (CAAS) (O&MN,N)	1.0	LO	██████████	██████████	\$192,556.71
700001	R425	Contracted Advisory Assistance Service (CAAS) (O&MN,N)					

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7001	R425	Contracted Advisory Assistance Service (CAAS) (O&MN,N) Option	1.0	LO			\$206,590.91
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For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	----	----	-----
9000	R425	Travel in support of CLIN 7000 (O&MN,N)	1.0	LO	\$18,265.00
900001	R425	Travel in support of CLIN 7000 (O&MN,N)			
9001	R425	Travel in support of CLIN 7001 (O&MN,N) Option	1.0	LO	\$18,261.67

(LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995)

(a) The level of effort for the performance of this task order during the period from the start of the task order performance to 12 months thereafter is based on [REDACTED] estimated manhours of direct labor. If option I is exercised by the government, the level of effort for the performance of this task order will be increased by an additional [REDACTED] estimated manhours of direct labor, and if option II is exercised the level of effort for the performance of this task order will be increased by an additional [REDACTED] hours for a total level of effort [REDACTED] estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours")

(b) The estimated composition by Personnel Resource Band of the Estimated Total Hours is as follows:

Labor Category	Base	Option I	Option II	Total Hours
Senior Analyst/SME	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total Hours	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

(c) The Estimated Total Hours include subcontracting hours but exclude holidays, sick leave, vacation days and other absences.

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this

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paragraph (e), require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this contract the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

(End of Provision)

PAYMENT OF FIXED FEE (FEB 1996)

The fixed fee for work performed under this contract is \$__*__ provided that approximately __**__ hours of technical effort are employed by the contractor in performance of this contract. If substantially fewer than __**__ hours of technical effort are 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 rate of \$__***__ 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." Payments shall be subject to the withholding provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment 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.

* Base [REDACTED]
 * Option I [REDACTED]
 * Option II [REDACTED]

** Base [REDACTED]
 ** Option I [REDACTED]
 ** Option I [REDACTED]

*** Base [REDACTED]
 *** Option I [REDACTED]
 *** Option II [REDACTED]

(End of Provision)

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement (PWS)

For

PROMOTE COOPERATION Support

Section 1 Scope

1.0 Description of Services

1.1 Background

The Joint Operational War Plans Division (JOWPD), Joint Staff (JS) Deputy Director for Joint Strategic Policy (DDJSP), Joint Staff Strategic Plans and Policy Directorate (J-5) has a responsibility for increasing interagency support for, and interaction with the Department of Defense (DoD) operational planning process. Towards this end, the division runs a multidimensional interagency planning program through its Interagency (IA) Planning Branch. The IA program includes planning support, production of planning doctrine and materials, exercises, workshops, seminars, and various other planning activities as required. The tasks represented in this Performance Work Statement (PWS) will help support the overall Interagency Branch framework for action in support of interagency planning.

1.2 Purpose

To obtain a Contracted Advisory and Assistance Service (CAAS) contract for analytical and production support for J-5/Joint Operational War Plans Division (JOWPD) efforts to increase interagency interaction in the DoD operational planning process on behalf of the Chairman, Joint Chiefs of Staff (CJCS).

1.3 Objective

The contractor shall provide all staffing, equipment and materials necessary to perform the tasks as defined in this PWS; except that specified as Government Furnished Information, Facilities, Property, and Equipment at Joint Staff Operational Plans and Joint Strategic Plans and Policy Directorate, the Pentagon. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to the supervision and control by the Government.

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1.4 Personnel Qualifications and Labor Descriptions for Key Personnel

The Contractor shall provide an individual with the education and demonstrated skills and experience necessary to perform the tasks described in the Performance Work Statement (PWS). Mandatory security clearance requirements are specified in Section 1.4.6.1. The key personnel requirement is for a Senior Analyst who is a Subject Matter Expert (SME) on Joint Publication 5-0, the Adaptive Planning and Execution System (APEX), the 2010-2012 Guidance for the Employment of the Force (GEF), the Joint Strategic Capabilities Plan (JSCP) CJCSI 3110.01H dated 10 June 2011, the Management and Review of Joint Strategic Capabilities Plan (JSCP) – Tasked Plans CJCSI 3141.01E dated 15 September 2011 and the PROMOTE COOPERATION interagency planning activities. JS, J5 requests Past Performance References for all prospective key personnel. The key labor description and qualification is as follows:

Senior Analyst/Subject Matter Expert

Summary of duties and responsibilities: Serves as a senior analyst/subject matter expert in interagency interaction during the collaboration and coordination of Department of Defense campaign and contingency plans and planning. Duties include coordinating interagency requirements, inputs, and contributions to diverse strategy and plan development review cycles for the Combatant Commands, Services, Defense Agencies, the Joint Staff, and other departments and agencies. Assists Joint Staff J-5 in creating and maintaining effective linkages to all non-DOD Government agencies including the National Security Staff, the Department of State, the Treasury Department, Department of Justice, the Department of Commerce and the Intelligence Community. Represents J5 in DoD and civilian agency working groups for the purpose of managing interagency relationships and directing the synchronization effort between multiple agencies. Writes and implements doctrine and policy on DoD and interagency planning. Reviews and formulates US military policy, plan and strategy positions for the Joint Staff and others as required to insure effective and consistent use of the full range of various elements of national power in operational plans and related planning and execution efforts.

Education and Experience: A Bachelor's degree from an accredited college or university is required; a Master's degree in national security or other related discipline from an accredited college or university is desired. Must have a minimum of 3 years of experience working with or in the interagency, with at least 2 years of experience working on or supporting the JS, a Combatant Command (COCOM) or component command.

1.4.1 Travel

All travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Joint Travel Regulations (JTR) and shall be pre-approved by the COR.

Location / Duration / Number of Trips / Number of Persons

Travel shall not exceed \$50,000. Occasional off-site participation for temporary duties (TDY), attendance at scheduled meetings, etc. may be required.

US Pacific Command/5 Days/1/1 Person

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US Central Command/5 Days/1/1 Person

US European Command/5 Days/1/1 Person

US Northern Command/5 Days/1/1 Person

US Southern Command/5 Days/1/ 1 Person

US Africa Command/5 Days/1/1 Person

The contractor shall provide the J-5/JOWPD point of contact trip reports within five working days after completion of each trip.

1.4.2 Period of Performance

The period of performance shall be from March 19, 2013 through March 18, 2016.

1.4.3 Place of Performance

The primary place of performance shall be on-site at the Pentagon, J5-JOWPD Room 1E1028.

1.4.4 Contracting Officer's Representative (COR)

Mr. Peter Martinson

Joint Operational War Plans Division, J5

Office: 703-571-5832

Email: peter.a.martinson.civ@mail.mil

1.4.5 Primary and Alternate Joint Staff (JS) Point of Contact (POC)

Primary JS POC:

LTC Charles Kyle

Joint Operational War Plans Division, J5

Phone: 703-614-6206

Email: charles.m.kyle2.mil@mail.mil

Alternate JS POC:

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Mr. Bruce Hollywood

Joint Operational War Plans Division, J5

Phone: 703-697-2949

Email:bruce.e.hollywood.civ@mail.mil

1.4.6 Security Requirements

1.4.6.1 Clearance Level

All on-site Contractor personnel shall possess a final TOP SECRET (TS) clearance based on a Single Scope Background Investigation (SSBI), Single Scope Background Periodic Reinvestigation (SBPR), or Phased Periodic Reinvestigation (PPR) completed within the last 5 years (in-scope) and verified in the Joint Personnel Adjudication System (JPAS) with Sensitive Compartmented Information (SCI) eligibility. The clearance must be fully adjudicated at the SCI level and must have an indication of “determined eligibility of DCID 6/4” in JPAS. Up to 100% shall be indoctrinated at the SCI level in order to support TS-SCI facilities. When indoctrinated on the JS, the Contractor’s employees shall sign a Non-disclosure Agreement (NDA), which will be stored at the Joint Staff Security Office (JSSO). All on-site Contractor personnel require access to ACCM/FPP.

1.4.7 Periodic Progress Meetings

The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these progress meetings the Contracting Officer will provide feedback to the Contractor on how the Government views the Contractor's performance. The Contractor will apprise the Government of problems, if any, being experienced. The Government and the Contractor shall take appropriate action to resolve outstanding issues.

1.4.8 Identification of Contractor Employees

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status may not be obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of the audience that they are Government employees. Contractor personnel must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. Contractor personnel will be required to apply for, receive and wear a Pentagon identification badge which will indicate their Contractor status in the performance of this service.

1.4.9 Deliverables

All deliverables become the property of the U.S. Government. Unless otherwise stated, all deliverables will be submitted in both hardcopy and electronic media in the applicable Microsoft Word/PowerPoint/Excel/Access/Visio

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/Project format. All deliverables must be submitted to the JS POC in accordance with Technical Exhibit 1, “Performance Requirements Summary”.

Section 2 Requirements

2.0 Task Descriptions

2.1 Schedule

2.1.1 Kick-Off Meeting

The contractor shall schedule and conduct a joint Government, contractor kick-off meeting to review PWS requirements. The kick-off meeting may be conducted via several methods. The method of the meeting shall be determined by the government.

2.1.2 Project Schedule

The Contractor shall deliver and maintain an integrated project schedule using Microsoft Project that shows all resource-loaded tasks, durations, dependencies, and deliverables and will be delivered as part of the monthly status report.

2.2 Quality

2.2.1 Quality Control Program (QCP)

The Contractor shall implement a Quality Control Program for this effort. To implement this QCP, the Contractor shall prepare and provide a quality control plan to detail and describe the Contractor's framework and processes within the QCP for delivering quality products and services required by this PWS. The Contractor shall provide a briefing to the Government outlining the plan for implementation of the QCP for the contract tasks during the kick-off meeting. The Contractor shall ensure all work will be performed in accordance with the contract requirements and the quality control plan. The Contractor shall provide the requisite staffing and procedures to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and service delivery and performance requirements of this effort. The Contractor shall identify in the Quality Control Plan the applicable processes and metrics used to self-assess performance, in addition to the resources to be applied to this effort.

2.3 Technical

2.3.1 Monthly Progress Reports

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The monthly status report shall be delivered in accordance with the base contract performance work statement (PWS).

- Contractor name and address.
- Contract number and SubCLIN number.
- Date of report.
- Period covered by report.
- Man-hours expended by discipline for the reporting period, and cumulatively during the contract
- Cost curves portraying actual and projected conditions through the technical instruction when appropriate.
- Cost incurred for the reporting period and total contractual expenditures as of report date.
- Description of progress made during period reported, including problem areas encountered and recommendations, if any, for solutions. Recommendations may include solutions outside the scope of this contract.
- Trips and significant results.
- Plans and recommendations for activities during the following reporting period
- Problems and shortfalls; identification of potential problems; and identification of any anticipated technical or funding shortfall or irregularity during the specified period of performance not later than four (4) months prior to the anticipated shortfall.
- Contractor performance assessment.
- Contain applicable documentation to include: information papers (white papers, point papers, position papers, or automated 5x8s), coordination documents (worksheets, comment resolution matrix, or meeting minutes) and contain correspondence (letters, memoranda, or email) as needed.
- The Monthly Report will contain enough detail so it will stand alone as a useful tool for the Government to utilize in the development, integration and analysis of the applicable logistics capability areas.

2.3.2 Technical Reports

The contractor shall provide a listing keyed to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting shall be in enough detail and quality to meet contract standards. The technical reports shall include but are not limited to:

- Weekly activity reports will provide a synopsis of tasks and activities accomplished during the week, project status, meetings attended, accomplishments, work activities planned for the following week, planned absences (training, leave), issues, and other pertinent information related to this effort.

2.3.2.1 Disclaimer Statement

All reports resulting from this contract shall contain the following disclaimer statement on the cover of such reports:

"The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DOD) position, policy, or decision, unless so designated by other official documentation."

2.4 Support to Interagency Planning

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2.4.1 Plans Coordination Process Design

The contractor shall provide one written executable methodology per coordination workshop for achieving selected DoD operational plans coordination objectives by analyzing planner requirements, matching the requirements to suitable and sufficient interagency capabilities, offices, and personalities, and designing a collaboration work plan to meet planner needs. The contractor shall develop coordination designs that are acceptable to key stakeholders including interagency participants and gain their commitment to participate in coordination activities. Coordination designs shall be recorded in hard and soft copy, stored and tracked over time and adjusted based on self-contained measures of effectiveness.

2.4.2 Plans Coordination Execution

The contractor shall execute coordination designs by briefing key senior leaders, lobbying for and gaining necessary coordination authorizations, and conducting in-person or virtual coordination events to meet planner objectives for plan coordination and improvement. Contractors shall further function as coordination event managers to guide coordination proceedings to make effective use of resources and guide diverse participants to meet stated objectives. The contractor shall invite participants, track and manage attendance plans, produce agendas and briefing materials to enable interagency coordination of dissimilar concepts and operations, facilitate meetings, record results in the form of in-depth written reports, and provide follow-up and reassessment of coordination activities.

2.4.3 Plans Coordination Process Management and Improvement

The contractor shall provide support to further develop and improve DoD planning doctrine, guidance, and instructional documents which control the plans coordination process. The contractor shall provide production and editorial support of an initial working draft and subsequent final drafts of DoD and interagency planning support publications. The contractors shall further maintain these drafts in a state suitable for electronic and hard copy dissemination, incorporating periodic revisions and insights gained from ongoing planning activities. The contractor shall collect and process incoming comments generated by various DoD and United States Government (USG) elements during the staffing of DOD and interagency planning documents and collate them into a single matrix in the standard Joint Staff format, preparing them for JOWPD review.

2.4.4 Plans Coordination SME Staff Tasks

The contractor shall provide subject matter expertise consultation, advice and staff support to JOWPD and the Joint Staff on plans coordination and the operational and planning capacities of DoD and USG civilian national security agencies. The contractor shall, through expert familiarity with DoD and other USG planning and operations systems and processes, analyze data, compose and compare courses of actions and make recommendations in support of JOWPD staff efforts.

2.4.4.1 Execute Workshop/Seminar Series

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The contractor shall organize and execute seminars under this contract. Seminars shall be designed to last up to four days and support up to 100 participants split among a maximum of four working groups.

2.4.4.2 Design Seminar Plan and Scenario

The contractor shall analyze and define objectives and key issues for each seminar. This effort shall identify appropriate interagency representatives to participate in the event. The contractor shall also develop an appropriate scenario setting for the seminar, including supporting materials and documentation that facilitate addressing the objectives and key issues. The contractor shall present the seminar plan and a rough order of magnitude cost estimate to the JOWPD point of contact before the seminar. The decision briefing shall provide recommended objectives, key issues, seminar design and flow, participants, proposed schedule and other design and planning decisions for approval.

2.4.4.3 Milestone Schedule/In-Process Reviews (IPR)

The contractor shall develop a milestone schedule for each workshop/seminar. The contractor shall meet with the JS POC and/or his designee to review and discuss the tasks identified, dates for delivery, and the frequency and number of IPRs detailed on the milestone schedule. The contractor shall provide an event cost estimate prior to each of the seminars, and components thereof to ensure sufficient resources remain available for anticipated priorities.

2.4.4.4 Prepare and Distribute Seminar Read-Ahead Materials

The contractor shall prepare classified or unclassified, pre-seminar read-ahead packages for participants containing administrative instructions and applicable substantive material at the appropriate level of classification. The read-ahead package shall be disseminated to participants before the seminar and one full package should be prepared for each participant and for supporting staff.

2.4.4.5 Conduct Individual Plans Coordination Workshop/Seminar

The contractor shall facilitate seminar discussions in such a way as to address objectives and essential issues, and produce viable options and useful information for follow-on plan development and improvement

2.4.4.6 Conduct Workshop/Seminar Survey

The contractor shall provide survey consulting and assistance and use a survey tool to conduct an attendee survey for conference feedback. The tool shall provide the participants the opportunity to provide qualitative feedback on the speaker presentations, seminar content, and recommendations to improve the seminar.

2.4.4.7 Provide Workshop/Seminar Survey Questions

The contractor shall provide proposed survey questions for DDJSP/JOWPD approval no later than one week prior to the seminar.

2.4.4.8 Provide Workshop/Seminar Survey Report

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The contractor shall provide a report of the survey that shall include: description and summary of results with associated graphs, charts and tables; description of data collection, and survey administration methods; discussion of sample characteristics; representativeness of data; and briefings of results to include discussion of recommendations and follow-up actions.

2.4.4.9 Post-Workshop/Seminar Report/Briefing

The contractor shall provide a preliminary "Quick Look Report" summarizing initial exercise findings to the JS POC and/or his designee within 2 business days or sooner upon completion of the seminar. Additionally, within 14 calendar days upon completion of the seminar, the contractor shall analyze the data collected and provide to the JS POC and/or his designee a briefing and report highlighting the seminar results at the appropriate level of classification, including recommendations and agreements arrived at by the participants and their implications. The contractor shall also be available to conduct post seminar briefings to Joint Staff officials and participants. The contractor shall input these results and any agreements into a standardized action tracking log that will track key issues, discussion points and conclusions between and across events to insure continuity.

2.4.4.10 Post-Seminar Analysis

The contractor shall assess seminar outcomes, determine best-value implementation actions, and provide recommendations for options and improvements, including specific tasks and responsibilities.

Section 3 Applicable Documents

Reference to Detailed Specifications

Department of Defense (DoD) Directive, 5000.59, August 8, 2007

Specific Regulation or Guidance

Adaptive Planning Roadmaps I & II

Joint Publication 5-0, Joint Operations Planning

2010-2012 Guidance for the Employment of the Force (GEF)

Joint Strategic Capabilities Plan (JSCP) CJCSI 3110.01H dated 10 June 2011

Management and Review of Joint Strategic Capabilities Plan (JSCP) – Tasked Plans CJCSI 3141.01E dated 15 September 2011

Chairman Joint Chiefs of Staff Manual 3122—series (Joint Operations Planning and Execution System (JOPES))

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TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

Task Paragraph	Tasks	Delivery Date	Performance Standard
1.4.1	Trip Reports	Five working days after completion of each trip.	As required
2.1	Schedule		
2.1.1	Schedule and conduct a contract kick-off meeting	DOA + 5 Days	One time
2.1.2	Deliver and maintain an integrated project schedule; include resource loaded tasks, durations, dependencies & deliverables	Due with each Monthly Progress Report – 1 st report due 15 days after first full report month; subsequent reports due 15 days after last day of each calendar month	Monthly (updated with each monthly report).
2.2	Quality		
2.2.1	Prepare and provide a Quality Control Plan	DOA + 10 Days	One time
2.3	Technical		

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2.3.1	Monthly Progress Reports – To include all Technical Tasks required by the TI.	1 st report due 15 days after first full report month; subsequent reports due 15 days after last day of each calendar month	Monthly
2.3.2	Technical Reports – To include all Technical Tasks required by the TI.	Due every Wednesday by COB	Updated Weekly
2.4	Support to Interagency Planning		
2.4.1	Coordinate key leader briefs to meet planner objectives for plan coordination and improvement	DOA + 30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.2	Plans Coordination Execution	DOA + 30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.3	Develop and improve DoD planning doctrine, guidance, and instructional documents	DOA + 60 Days (initial). By the 15 th day of each month thereafter	Monthly thereafter
2.4.4	Provide subject matter expertise consultation, advice and staff support to JOWPD and the Joint Staff	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.4.1	Organize and execute seminars	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.4.2	Analyze and define objectives and key issues for each seminar	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.4.3	Develop a milestone schedule for each workshop/seminar	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.4.4	Prepare classified or unclassified, pre-seminar read-ahead package	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly

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2.4.4.5	Facilitate seminar discussions	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.4.6	Conduct Workshop/Seminar Survey	NLT Close of Business of Workshop/ Seminar	Each Workshop/ Seminar
2.4.4.7	Provide Workshop/Seminar Survey Questions	NLT 14 Days before each Seminar	Each Workshop/ Seminar
2.4.4.8	Provide Workshop/Seminar Survey Report	NLT 7 business Days after each Seminar	Each Workshop/ Seminar
2.4.4.9	Provide preliminary "Quick Look Report" within 2 business days and complete report within 14 calendar days upon completion of the seminar	Quick look report within 2 business days, Complete report within 14 calendar days	Monthly thereafter
2.4.4.10	Assess seminar outcomes, determine implementation actions, and provide recommended options and improvements	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly
2.4.5	Maintain and improve an automated database and software tool	DOA+30 Days (initial). By the 15 th day of each month thereafter	Monthly

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SECTION D PACKAGING AND MARKING

Preparation for Delivery (Data Items)

Data furnished hereunder shall be adequately packaged to assure safe delivery at destination.

In the event it becomes necessary to transmit classified matter by mail, the transmittal shall be in accordance with the

National Industrial Security Program Operating Manual (DD 5220.22-M)

Prohibited Packing/Packaging Materials

The use of asbestos, excelsior, newspaper, or shredded paper (all types including waxed paper, computer paper, and similar hygroscopic or non-neutral material) is prohibited. In addition, loose fill polystyrene is prohibited for shipboard use.

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SECTION E INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE (SERVICES) (OCT 1992)

Inspection and acceptance of services to be furnished hereunder shall be made, upon completion of the services, by the Contracting Officer's Representative.

(End of Provision)

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SECTION F DELIVERABLES OR PERFORMANCE

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

4000	3/19/2013 - 3/18/2014
4001	3/19/2014 - 4/4/2014
6000	3/19/2013 - 3/18/2014
6001	3/19/2014 - 4/4/2014
7000	4/5/2014 - 3/18/2015
9000	4/5/2014 - 3/18/2015

CLIN - DELIVERIES OR PERFORMANCE

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

4000	3/19/2013 - 3/18/2014
4001	3/19/2014 - 4/4/2014
6000	3/19/2013 - 3/18/2014
6001	3/19/2014 - 4/4/2014
7000	4/5/2014 - 3/18/2015
9000	4/5/2014 - 3/18/2015

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

7001	3/19/2015 - 3/18/2016
9001	3/19/2015 - 3/18/2016

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

Joint Operational War Plans Division (JOWPD)
Joint Staff, J-5
Pentagon, Room 1E1028
Washington DC, 20318

PROGRESS AND FINANCIAL REPORTS (FISC DET PHILA) (OCT 1992)

(a) Progress and Financial Reports. A monthly progress and financial report will be submitted to the Contracting Officer's Representative (COR) with a copy to the Contracting Officer. In addition, a separate report of the number of man-hours charged to the contract will be submitted monthly to the COR and the Contracting Officer.

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(b) Technical Reports. Technical reports and conclusions reflecting the work accomplished under each task set forth in Section C of this task order will be prepared and delivered to the Government in accordance with Section C of this task order .

(c) Final Delivery. The delivery date of the last of the above reports is not to be later than as specified in the task order performance work statement.

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative
Peter A Martinson, JS J5 JOWPD
5000 JS Pentagon
Washington DC, DC 20318-5000
peter.a.martinson.civ@mail.mil
703-571-5832

LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER (PGI 252.204-0002) (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

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/>.

(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:

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

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)

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

(Contracting Officer: Insert inspection and acceptance locations or "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	N00189
Admin DoDAAC	S424A
Inspect By DoDAAC	H91269
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	H91269
Service Acceptor (DoDAAC)	H91269
Accept at Other DoDAAC	
LPO DoDAAC	H91269

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DCAA Auditor DoDAAC	HAA47F
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "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 email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Peter Martinson **peter.a.martinson.civ@mail.mil**

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(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.

Peter Martinson peter.a.martinson.civ@mail.mil

(Contracting Officer: Insert applicable information or "Not applicable.")

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

(End of clause)

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security that will be required under this contract is Top Secret/ SCI as designated on DD Form 254 attached hereto and made a part hereof.

The offeror shall indicate the name, address and telephone number of the cognizant security office;

Joint Staff Security Office

Washington, D.C. 20318-9300

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Phone: 703-614-0535

The facilities to be utilized in the performance of this effort have been cleared to Top Secret level.

The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC NORFOLK PHILA) (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

Peter Martinson
Joint Operational War Plans Division
Joint Staff, J-5
Pentagon, Room 1E1028
Washington, DC 20318
peter.a.martinson.civ@mail.mil

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

N/A

(c) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or task order).

(d) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

REIMBURSEMENT OF TRAVEL COSTS (FISC NORFOLK PHILA)(OCT 1998)

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

Medical Examinations

Immunization

Passports, visas, etc.

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Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

Accounting Data

SLINID	PR Number	Amount
4000	H912692275A046000	198647.35
LLA :		
AA 97130100.1220 4570 00000 2523 9JAA97 012195 DJAC13A046		
6000	H912692275A046000	18268.34
LLA :		
AA 97130100.1220 4570 00000 2523 9JAA97 012195 DJAC13A046		

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BASE Funding 216915.69
Cumulative Funding 216915.69

MOD 01

6000 H912692275A046000 (15000.00)
LLA :
AA 97130100.1220 4570 00000 2523 9JAA97 012195 DJAC13A046

MOD 01 Funding -15000.00
Cumulative Funding 201915.69

MOD 02 Funding 0.00
Cumulative Funding 201915.69

MOD 03

400101 H912693353A074000 10036.52
LLA :
AB 97140100.1220 4570 00000 2510 9JAA97 012195 DJAC14A074

700001 H912693353A074000 192556.71
LLA :
AB 97140100.1220 4570 00000 2510 9JAA97 012195 DJAC14A074

900001 H912693353A074000 17222.54
LLA :
AB 97140100.1220 4570 00000 2510 9JAA97 012195 DJAC14A074

MOD 03 Funding 219815.77
Cumulative Funding 421731.46

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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.227-9401 NOTICE REGARDING THE DISSEMINATION OF EXPORT-CONTROLLED TECHNICAL DATA (JAN 1992) (NAVSUP)

(a) Export of information contained herein, which includes release to foreign nationals within the United States, without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITARs), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR), may constitute a violation of law.

(b) In the event that the Contractor violates export laws, the Contractor, its employees, officials or agents are subject to:

- (1) Imprisonment and/or imposition of criminal fines; and
- (2) Suspension or debarment from future Government contracting actions.

(c) The Government shall not be liable for any use or misuse of the information, technical data or specifications in this contract. It shall not be liable for any patent infringement or contributory patent infringement. The Government neither warrants the adequacy nor the completeness of the information, technical data or specifications in this contract.

(d) The Contractor shall insert paragraphs (a), (b) and (c) of this clause in any subcontract awarded under this contract.

5252.227-9402 QUALIFIED U.S. CONTRACTORS FOR EXPORT-CONTROLLED TECHNICAL DATA (JAN 1992)

(a) By Department of Defense (DOD) Directive 5230.25 (hereinafter referred to as "the Directive"), a program was established to allow Qualified U.S. Contractors to obtain export-controlled technical data under certain conditions. A "Qualified U.S. Contractor" is a private individual or enterprise (hereinafter described as a "U.S. Contractor") that, in accordance with procedures established by the Under Secretary of Defense for Research and Engineering, certifies, as a condition of obtaining export-controlled technical data subject to the Directive from the Department of Defense, that:

(1) The individual who will act as recipient of the export-controlled technical data on behalf of the U.S. Contractor is a U.S. citizen or a person admitted lawfully into the United States for permanent residence and is located in the United States;

(2) Such data are needed to bid or perform on a contract with the Department of Defense, or other U.S. Government agency, or for other legitimate business purposes in which the U.S. Contractor is engaged, or plans to

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engage. The purpose for which the data are needed shall be described sufficiently in such certification to permit an evaluation of whether subsequent requests for data are related properly to such business purpose.

(3) The U.S. Contractor acknowledges its responsibilities under U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license prior to the release of technical data within the United States) and agrees that it will not disseminate any export-controlled technical data subject to the Directive in a manner that would violate applicable export control laws and regulations.

(4) The U.S. Contractor also agrees that, unless dissemination is permitted by the Directive, it will not provide access to export-controlled technical data subject to the Directive to persons other than its employees or persons acting on its behalf, without the permission of the DOD component that provided the technical data.

(5) To the best of its knowledge and belief, the U.S. Contractor knows of no person employed by it, or acting on its behalf, who will have access to such data, who is debarred, suspended or otherwise ineligible to perform under U.S. Government contracts; or has violated U.S. export control laws or a certification previously made to the Department of Defense under the provisions of the Directive.

(b) Private individuals or enterprises are certified as Qualified U.S. Contractors by submitting a DD Form 2345 to Commander, Defense Logistics Services Center (DLSC), ATTN: DLSC-FEB, Federal Center, Battle Creek, Michigan 49017-3084.

(c) Canadian contractors may be qualified in accordance with the Directive for technical data that do not require a license for export to Canada under section 125.12 of the International Traffic in Arms Regulations and sections 379.4(d) and 379.5(e) of the Export Administration Regulations, by submitting an equivalent certification to the DLSC.

Personal Identity Verification of Contractor Personnel (FAR 52.204-9)(Jan 2011)

(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 account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government;

(1) When no longer needed for contract performance.

(2) Upon completion of the Contractor employee's employment.

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(3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

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SECTION I CONTRACT CLAUSES

FAR 52.204-99 (DEVIATION)

SYSTEM FOR AWARD MANAGEMENT REGISTRATION (AUGUST 2012)(DEVIATION)

(A) *DEFINITIONS.* AS USED IN THIS CLAUSE—

“CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE” MEANS THE RETIRED PRIMARY GOVERNMENT REPOSITORY FOR CONTRACTOR INFORMATION REQUIRED FOR THE CONDUCT OF BUSINESS WITH THE GOVERNMENT.

“COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE” MEANS—

(1) A CODE ASSIGNED BY THE DEFENSE LOGISTICS AGENCY (DLA) LOGISTICS INFORMATION SERVICE TO IDENTIFY A COMMERCIAL OR GOVERNMENT ENTITY; OR

(2) A CODE ASSIGNED BY A MEMBER OF THE NORTH ATLANTIC TREATY ORGANIZATION THAT DLA RECORDS AND MAINTAINS IN THE CAGE MASTER FILE. THIS TYPE OF CODE IS KNOWN AS AN “NCAGE CODE.”

“DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER” MEANS THE 9-DIGIT NUMBER ASSIGNED BY DUN AND BRADSTREET, INC. (D&B) TO IDENTIFY UNIQUE BUSINESS ENTITIES.

“DATA UNIVERSAL NUMBERING SYSTEM+4 (DUNS+4) NUMBER” MEANS THE DUNS NUMBER MEANS THE NUMBER ASSIGNED BY D&B PLUS A 4-CHARACTER SUFFIX THAT MAY BE ASSIGNED BY A BUSINESS CONCERN. (D&B HAS NO AFFILIATION WITH THIS 4-CHARACTER SUFFIX.) THIS 4-CHARACTER SUFFIX MAY BE ASSIGNED AT THE DISCRETION OF THE BUSINESS CONCERN TO ESTABLISH ADDITIONAL SAM RECORDS FOR IDENTIFYING ALTERNATIVE ELECTRONIC FUNDS TRANSFER (EFT) ACCOUNTS (SEE THE FAR AT SUBPART 32.11) FOR THE SAME CONCERN.

“REGISTERED IN THE SAM DATABASE” MEANS THAT—

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(1) THE CONTRACTOR HAS ENTERED ALL MANDATORY INFORMATION, INCLUDING THE DUNS NUMBER OR THE DUNS+4 NUMBER, INTO THE SAM DATABASE;

(2) THE CONTRACTOR'S CAGE CODE IS IN THE SAM DATABASE; AND

(3) THE GOVERNMENT HAS VALIDATED ALL MANDATORY DATA FIELDS, TO INCLUDE VALIDATION OF THE TAXPAYER IDENTIFICATION NUMBER (TIN) WITH THE INTERNAL REVENUE SERVICE (IRS), AND HAS MARKED THE RECORD "ACTIVE". THE CONTRACTOR WILL BE REQUIRED TO PROVIDE CONSENT FOR TIN VALIDATION TO THE GOVERNMENT AS A PART OF THE SAM REGISTRATION PROCESS.

"SYSTEM FOR AWARD MANAGEMENT (SAM)" MEANS THE PRIMARY GOVERNMENT REPOSITORY FOR PROSPECTIVE FEDERAL AWARDEE INFORMATION AND THE CENTRALIZED GOVERNMENT SYSTEM FOR CERTAIN CONTRACTING, GRANTS, AND OTHER ASSISTANCE RELATED PROCESSES. IT INCLUDES—

(1) DATA COLLECTED FROM PROSPECTIVE FEDERAL AWARDEES REQUIRED FOR THE CONDUCT OF BUSINESS WITH THE GOVERNMENT;

(2) PROSPECTIVE CONTRACTOR SUBMITTED ANNUAL REPRESENTATIONS AND CERTIFICATIONS IN ACCORDANCE WITH FAR SUBPART 4.12; AND

(3) THE LIST OF ALL PARTIES SUSPENDED, PROPOSED FOR DEBARMENT, DEBARRED, DECLARED INELIGIBLE, OR EXCLUDED OR DISQUALIFIED UNDER THE NONPROCUREMENT COMMON RULE BY AGENCIES, GOVERNMENT CORPORATIONS, OR BY THE GOVERNMENT ACCOUNTABILITY OFFICE.

(B)(1) THE CONTRACTOR SHALL BE REGISTERED IN THE SAM DATABASE PRIOR TO SUBMITTING AN INVOICE AND THROUGH FINAL PAYMENT OF ANY CONTRACT, BASIC AGREEMENT, BASIC ORDERING AGREEMENT, OR BLANKET PURCHASING AGREEMENT RESULTING FROM THIS SOLICITATION.

(2) THE SAM REGISTRATION SHALL BE FOR THE SAME NAME AND ADDRESS IDENTIFIED ON THE CONTRACT, WITH ITS ASSOCIATED CAGE CODE AND DUNS OR DUNS+4.

(3) IF INDICATED BY THE GOVERNMENT DURING PERFORMANCE, REGISTRATION IN AN ALTERNATE SYSTEM MAY BE REQUIRED IN LIEU OF SAM.

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(C) IF THE CONTRACTOR DOES NOT HAVE A DUNS NUMBER, IT SHOULD CONTACT DUN AND BRADSTREET DIRECTLY TO OBTAIN ONE.

(1) A CONTRACTOR MAY OBTAIN A DUNS NUMBER—

(I) VIA THE INTERNET AT [HTTP://FEDGOV.DNB.COM/WEBFORM](http://FEDGOV.DNB.COM/WEBFORM) OR IF THE CONTRACTOR DOES NOT HAVE INTERNET ACCESS, IT MAY CALL DUN AND BRADSTREET AT 1-866-705-5711 IF LOCATED WITHIN THE UNITED STATES; OR

(II) IF LOCATED OUTSIDE THE UNITED STATES, BY CONTACTING THE LOCAL DUN AND BRADSTREET OFFICE. THE CONTRACTOR SHOULD INDICATE THAT IT IS A CONTRACTOR FOR A U.S. GOVERNMENT CONTRACT WHEN CONTACTING THE LOCAL DUN AND BRADSTREET OFFICE.

(2) THE CONTRACTOR SHOULD BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:

(I) COMPANY LEGAL BUSINESS NAME.

(II) TRADESTYLE, DOING BUSINESS, OR OTHER NAME BY WHICH YOUR ENTITY IS COMMONLY RECOGNIZED.

(III) COMPANY PHYSICAL STREET ADDRESS, CITY, STATE AND ZIP CODE.

(IV) COMPANY MAILING ADDRESS, CITY, STATE AND ZIP CODE (IF SEPARATE FROM PHYSICAL).

(V) COMPANY TELEPHONE NUMBER.

(VI) DATE THE COMPANY WAS STARTED.

(VII) NUMBER OF EMPLOYEES AT YOUR LOCATION.

(VIII) CHIEF EXECUTIVE OFFICER/KEY MANAGER.

(IX) LINE OF BUSINESS (INDUSTRY).

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(X) COMPANY HEADQUARTERS NAME AND ADDRESS (REPORTING RELATIONSHIP WITHIN YOUR ENTITY).

(D) RESERVED.

(E) PROCESSING TIME FOR REGISTRATION IN SAM, WHICH NORMALLY TAKES FIVE BUSINESS DAYS, SHOULD BE TAKEN INTO CONSIDERATION WHEN REGISTERING. CONTRACTORS WHO ARE NOT ALREADY REGISTERED SHOULD CONSIDER APPLYING FOR REGISTRATION AT LEAST TWO WEEKS PRIOR TO INVOICING.

(F) THE CONTRACTOR IS RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF THE DATA WITHIN THE SAM DATABASE, AND FOR ANY LIABILITY RESULTING FROM THE GOVERNMENT'S RELIANCE ON INACCURATE OR INCOMPLETE DATA. TO REMAIN REGISTERED IN THE SAM DATABASE AFTER THE INITIAL REGISTRATION, THE CONTRACTOR IS REQUIRED TO REVIEW AND UPDATE ON AN ANNUAL BASIS FROM THE DATE OF INITIAL REGISTRATION OR SUBSEQUENT UPDATES ITS INFORMATION IN THE SAM DATABASE TO ENSURE IT IS CURRENT, ACCURATE AND COMPLETE. UPDATING INFORMATION IN THE SAM DOES NOT ALTER THE TERMS AND CONDITIONS OF THIS CONTRACT AND IS NOT A SUBSTITUTE FOR A PROPERLY EXECUTED CONTRACTUAL DOCUMENT.

(G)(1)(I) IF A CONTRACTOR HAS LEGALLY CHANGED ITS BUSINESS NAME, "DOING BUSINESS AS" NAME, OR DIVISION NAME (WHICHEVER IS SHOWN ON THE CONTRACT), OR HAS TRANSFERRED THE ASSETS USED IN PERFORMING THE CONTRACT, BUT HAS NOT COMPLETED THE NECESSARY REQUIREMENTS REGARDING NOVATION AND CHANGE-OF-NAME AGREEMENTS IN SUBPART 42.12, THE CONTRACTOR SHALL PROVIDE THE RESPONSIBLE CONTRACTING OFFICER SUFFICIENT DOCUMENTATION TO SUPPORT THE LEGALLY CHANGED NAME WITH A MINIMUM OF ONE BUSINESS DAY'S WRITTEN NOTIFICATION OF ITS INTENTION TO—

(A) CHANGE THE NAME IN THE SAM DATABASE;

(B) COMPLY WITH THE REQUIREMENTS OF SUBPART 42.12 OF THE FAR; AND

(C) AGREE IN WRITING TO THE TIMELINE AND PROCEDURES SPECIFIED BY THE RESPONSIBLE CONTRACTING OFFICER.

(II) IF THE CONTRACTOR FAILS TO COMPLY WITH THE REQUIREMENTS OF PARAGRAPH (G)(1)(I) OF THIS CLAUSE, OR FAILS TO PERFORM THE AGREEMENT AT PARAGRAPH (G)(1)(I)(C) OF THIS CLAUSE, AND, IN THE ABSENCE OF A PROPERLY EXECUTED NOVATION OR CHANGE-OF-NAME AGREEMENT, THE SAM INFORMATION THAT SHOWS THE CONTRACTOR TO BE OTHER THAN THE CONTRACTOR INDICATED IN THE CONTRACT WILL BE CONSIDERED TO BE INCORRECT INFORMATION WITHIN THE MEANING OF THE

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“SUSPENSION OF PAYMENT” PARAGRAPH OF THE ELECTRONIC FUNDS TRANSFER (EFT) CLAUSE OF THIS CONTRACT.

(2) THE CONTRACTOR SHALL NOT CHANGE THE NAME OR ADDRESS FOR EFT PAYMENTS OR MANUAL PAYMENTS, AS APPROPRIATE, IN THE SAM RECORD TO REFLECT AN ASSIGNEE FOR THE PURPOSE OF ASSIGNMENT OF CLAIMS (SEE FAR SUBPART 32.8, ASSIGNMENT OF CLAIMS). ASSIGNEES SHALL BE SEPARATELY REGISTERED IN THE SAM DATABASE. INFORMATION PROVIDED TO THE CONTRACTOR’S SAM RECORD THAT INDICATES PAYMENTS, INCLUDING THOSE MADE BY EFT, TO AN ULTIMATE RECIPIENT OTHER THAN THAT CONTRACTOR WILL BE CONSIDERED TO BE INCORRECT INFORMATION WITHIN THE MEANING OF THE “SUSPENSION OF PAYMENT” PARAGRAPH OF THE EFT CLAUSE OF THIS CONTRACT.

(H) CONTRACTORS MAY OBTAIN INFORMATION ON REGISTRATION AND ANNUAL CONFIRMATION REQUIREMENTS VIA THE SAM ACCESSED THROUGH [HTTPS://WWW.ACQUISITION.GOV](https://www.acquisition.gov) OR BY CALLING 866-606-8220, OR 334-206-7828 FOR INTERNATIONAL CALLS.

(END OF CLAUSE

09RA 52.217-9 -- Option to Extend the Term of the Contract. (mar 2008)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations,

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policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

Non-Sensitive Positions

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

SF-85 Questionnaire for Non-Sensitive Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

Sensitive Positions

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

SF-85P Questionnaire for Public Trust Positions

Two FD-258 Applicant Fingerprint Cards

Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

IT Systems Access

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When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

252.237-7023 Continuation of Essential Contractor Services.

As prescribed in [237.7603\(b\)](#), use the following clause:

CONTINUATION OF ESSENTIAL CONTRACTOR SERVICES (OCT 2010)

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

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(1) "Essential contractor service" means a service provided by a firm or individual under contract to DoD to support mission-essential functions, such as support of vital systems, including ships owned, leased, or operated in support of military missions or roles at sea; associated support activities, including installation, garrison, and base support services; and similar services provided to foreign military sales customers under the Security Assistance Program. Services are essential if the effectiveness of defense systems or operations has the potential to be seriously impaired by the interruption of these services, as determined by the appropriate functional commander or civilian equivalent.

(2) "Mission-essential functions" means those organizational activities that must be performed under all circumstances to achieve DoD component missions or responsibilities, as determined by the appropriate functional commander or civilian equivalent. Failure to perform or sustain these functions would significantly affect DoD's ability to provide vital services or exercise authority, direction, and control.

(b) The Government has identified all or a portion of the contractor services performed under this contract as essential contractor services in support of mission essential functions. These services are listed in attachment ___, Mission-Essential Contractor Services, dated _____.

(c) (1) The Mission-Essential Contractor Services Plan submitted by the Contractor, is incorporated in this contract.

(2) The Contractor shall maintain and update its plan as necessary. The Contractor shall provide all plan updates to the Contracting Officer for approval.

(3) As directed by the Contracting Officer, the Contractor shall participate in training events, exercises, and drills associated with Government efforts to test the effectiveness of continuity of operations procedures and practices.

(d) (1) Notwithstanding any other clause of this contract, the contractor shall be responsible to perform those services identified as essential contractor services during crisis situations (as directed by the Contracting Officer), in accordance with its Mission-Essential Contractor Services Plan.

(2) In the event the Contractor anticipates not being able to perform any of the essential contractor services identified in accordance with paragraph (b) of this section during a crisis situation, the Contractor shall notify the Contracting Officer or other designated representative as expeditiously as possible and use its best efforts to cooperate with the Government in the Government's efforts to maintain the continuity of operations.

(e) The Government reserves the right in such crisis situations to use Federal employees, military personnel or contract support from other contractors, or to enter into new contracts for essential contractor services.

(f) Changes. The Contractor shall segregate and separately identify all costs incurred in continuing performance of essential services in a crisis situation. The Contractor shall notify the Contracting Officer of an increase or decrease in costs within ninety days after continued performance has been directed by the Contracting Officer, or within any additional period that the Contracting Officer approves in writing, but not later than the date of final payment under the contract. The Contractor's notice shall include the Contractor's proposal for an equitable adjustment and any data supporting the increase or decrease in the form prescribed by the Contracting Officer. The parties shall negotiate an equitable price adjustment to the contract price, delivery schedule, or both as soon as is practicable after receipt of the Contractor's proposal.

(g) The Contractor shall include the substance of this clause, including this paragraph (g), in subcontracts for the essential services.

(End of Clause)

PERSONNEL QUALIFICATIONS (NAVSUP 5252.237-9401)(JAN 1992)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of

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performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

(b) The Government may review resumes of contractor personnel proposed to be assigned, during performance, and if personnel not currently in the employ of the Contractor, a written agreement from potential employee to work will be part of the technical proposal.

(c) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery/task orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonable ensure the ability for effective and efficient performance.

52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certifications.

(End of Provision)

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SECTION J LIST OF ATTACHMENTS

Past Performance

Contract Administration Plan

DD254