

## ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-04-D-4024				2. DELIVERY ORDER NO. EX10		3. EFFECTIVE DATE 2013 Sep 28		4. PURCH REQUEST NO. N4703913RCD7094		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083				CODE N00189		7. ADMINISTERED BY DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342				CODE S2404A			
										8. DELIVERY FOB			
										DESTINATION			
										OTHER (See Schedule if other)			
9. CONTRACTOR BOOZ ALLEN HAMILTON INC 8283 Greensboro Drive McLean VA 22102				CODE 17038		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS			
										SMALL			
										SMALL DISADVANTAGED			
										WOMEN-OWNED			
										12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			
										13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			
14. SHIP TO See Section D				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264				CODE HQ0338			
										MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER													
DELIVERY/ CALL		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.									
PURCHASE				Reference your _____ furnish the following on terms specified herein.									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
<div style="display: flex; justify-content: space-between;"> <div>BOOZ ALLEN HAMILTON INC</div> <div>Steven Fredericks Seaport-e BMO (McLean)</div> </div>													
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/>				If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *		21. UNIT		22. UNIT PRICE		23. AMOUNT	
		See Schedule											
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA				25. TOTAL		\$204,108.00	
						BY: /s/Kathleen Lockhart				09/11/2013		26. DIFFERENCES	
										CONTRACTING/ORDERING OFFICER			
27a. QUANTITY IN COLUMN 20 HAS BEEN													
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
						PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
						FINAL							
f. TELEPHONE		g. E-MAIL ADDRESS				31. PAYMENT COMPLETE		34. CHECK NUMBER					
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT COMPLETE		34. CHECK NUMBER					
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				PARTIAL		35. BILL OF LADING NO.					
						FULL							
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			

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## GENERAL INFORMATION

1. The current services are being performed under task order N00178-04-D-4119-EX03 with Science Applications International Corp (SAIC).

Amendment 01: The purpose of this Amendment is to extend the solicitation. The solicitation will close at 3:00 PM EST on 5 July 2013. Additionally, the Section L "Submission Requirements" have been revised.

Amendment 02: The purpose of this Amendment is to correct the Section F performance location information as well as to revise the Section L "Submission Requirements". The solicitation closing date has not changed; the solicitation will close at 3:00 PM EST on 5 July 2013.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5001	PPBE	Action Officer Training				\$150,812.00
5001AA U008		Lot I - Base year - PPBE Action Officer Training Course in accordance with Section C Performance Work Statement. A total of 18 Each courses of equal FFP shall make up this 1 Lot. Period of Performance: 28 Sep 2013 - 27 Sep 2014. (O&MN,N)	1.0	LO	\$150,812.00	\$150,812.00
5002	PPBE	Executive Level Training				\$53,296.00
5002AA U008		Lot I - Base year - PPBE Executive Level Training Course in accordance with Section C Performance Work Statement. A total of 4 Each Courses of equal FFP price shall make up this 1 Lot. Period of Performance: 28 Sep 2013 - 27 Sep 2014. (O&MN,N)	1.0	LO	\$53,296.00	\$53,296.00
5003	CDRLs					\$0.00
5003AA U008		Lot I - Base year - PPBE Contract Data Requirements List in	1.0	LO	\$0.00	\$0.00

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accordance with  
Section C  
Performance Work  
Statement.  
This line item is  
Not Separately  
Priced (NSP).  
Period of  
Performance:  
28 Sep 2013 - 27  
Sep 2014.  
(O&MN,N)

8001	PPBE Action Officer Training			\$298,886.00
8001BA U008	Lot II - Option I - PPBE Action Officer Training Course in accordance with Section C Performance Work Statement. A total of 18 Each Courses of equal FFP price shall make up this 1 Lot. Period of Performance: 28 Sep 2014 - 27 Sep 2015. (O&MN,N) Option	1.0	LO	\$148,798.00
				\$148,798.00
8001CA U008	Lot III - Option II - PPBE Action Officer Training Course in accordance with Section C Performance Work Statement. A total of 18 Each Courses of equal FFP price shall make up this 1 Lot. Period of Performance: 28 Sep 2015 - 27 Sep 2016. (O&MN,N) Option	1.0	LO	\$150,088.00
				\$150,088.00
8002	PPBE Executive Level Training			\$107,658.00

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8002BA U008	Lot II - Option I - PPBE Executive Level Training Course in accordance with Section C Performance Work Statement. A total of 4 Each Courses of equal FFP price shall make up this 1 Lot. Period of Performance: 28 Sep 2014 - 27 Sep 2015. (O&MN,N) Option	1.0 LO	\$53,649.00	\$53,649.00
8002CA U008	Lot III - Option II - PPBE Executive Level Training Course in accordance with Section C Performance Work Statement. A total of 4 Each Courses of equal FFP price shall make up this 1 Lot. Period of Performance: 28 Sep 2015 - 27 Sep 2016. (O&MN,N) Option	1.0 LO	\$54,009.00	\$54,009.00
8003	CDRLs			\$0.00
8003BA U008	Lot II - Option I - PPBE Contract Data Requirements List in accordance with Section C Performance Work Statement. This line item is Not Separately Priced (NSP). Period of Performance: 28 Sep 2014 - 27 Sep 2015. (O&MN,N) Option	1.0 LO	\$0.00	\$0.00

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8003CA U008	Lot III - Option II - PPBE Contract Data Requirements List in accordance with Section C Performance Work Statement. This line item is Not Separately Priced (NSP). Period of Performance: 28 Sep 2015 - 27 Sep 2016. (O&MN,N) Option	1.0 LO	\$0.00	\$0.00
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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement

#### Department of the Navy

#### Planning Programming Budgeting and Execution (PPBE) Course

### 1. Introduction

The Department of Defense (DOD) uses the Planning, Programming, Budgeting, and Execution (PPBE) process as the primary vehicle for identifying mission requirements and translating them into budget and personnel resources required to accomplish that mission. The Department of the Navy's (DON) PPBE Course is Navy's primary method to instruct military personnel, civilian personnel, and contractors on the Office of the Chief of Naval Operations (OPNAV) staff on that process.

### 2. Background

The OPNAV staff plays an integral part in the PPBE process. It is vital to have fully trained and educated personnel, as decisions are being made regarding multi-billion dollar programs. OPNAV personnel require standard training on the PPBE financial system. This intensive, comprehensive training is vital to actions officers on the OPNAV staff.

### 3. Scope

The contractor will be responsible for managing, updating, conducting, and administering a fully integrated course on the Navy PPBE process. The Government will provide the Contractor with the most recent course materials upon Contract Award. The Contractor will update all required course materials to reflect all current guidance and directives, including but not limited to course syllabus, instructor guides, student guides, lesson plans, tests, course evaluations and a compact disc with an electronic version of the above material. The contractor will deliver two courses of instruction: "Action Officer" courses and "Executive Level" courses. The "Action Officer" courses are geared toward individuals working at the program analyst level. The "Executive Level" courses are for individuals holding leadership positions at the Flag Level or Senior Executive Service (SES) level. The content of the course will focus on the areas as designated in 4.1.5.

The contractor will be responsible for the administration of the course. Administration includes pre-course liaison with students in the course sessions, student enrollment and sign-up, updating of materials based on student feedback and analysis and to maintain currency.

### 4. Tasks

The contractor will provide the following:

**4.1. Action Officer Courses:** Contractor will provide 18 "Action Officer" courses, spread roughly equally throughout the year. Duration of this course should not exceed two days, with a 16 hour minimum of instruction and testing.

4.1.1. Course will accommodate up to 24 students per class, and be offered at the Pentagon or other nearby training facility provided by the Contractor at no additional expense to the Government. Course location must be within 15 miles of the Pentagon and accessible by public transportation.

4.1.2. The class will be taught in a seminar environment using lecture discussion format with the ability to ask questions throughout. Students will be provided a student guide while attending class, which will be theirs to keep after the class has concluded.

4.1.3. This course is for Action Officers. It will be geared toward helping mid-grade officers and their DoD civilian counterparts and contractors in the OPNAV / Secretary of the Navy (SECNAV) staff to better understand the PPBE process at the DoN headquarters level, thereby enhancing their ability to make informed resource allocation decisions.

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4.1.4. Contractor is to assume full performance including performing the first of 18 courses within forty-five days after contract award (45 DAC).

4.1.5. The Contractor is responsible for course updating, administration, delivery, and materials. As a guideline, contractor course should be in concert with the table below.

**Area of Instruction (Approximate % of Course)**

OPNAV Staff Organization and Structure	10%
PPBE Background, History, Office of Secretary of Defense (OSD), Perspective Organizational Interaction	10%
PPBE Planning	10%
PPBE Programming	25%
PPBE Budget Formulation, Execution, Role of Congress	20%
Acquisition and Joint Aspects	10%
Program Budget Information System (PBIS)	10%
Final Written Exam	5%

4.1.6. Course exam will test general knowledge related to each area of instruction. The purpose of the exam is to act as a capstone to the course material and may be presented as a group project or series of questions. Contractor will provide exam to government within 30 DAC for approval.

4.1.6. Contractor will provide students with a course critique form, approved by DoN, at the end of each course. Contractor will provide all completed critiques to DoN in the monthly Progress Reports.

**4.2. Executive Level Courses:** The contractor will provide four "Executive Level" courses spread roughly equally throughout the year. Scheduling will be determined by OPNAV N80, on an 'as needed basis, working in conjunction with the Contractor. Duration of this course should not exceed one day, with an eight hour minimum of instruction.

4.2.1. Course will accommodate up to five students per class and be offered at the Pentagon.

4.2.2 Format for this course should be a seminar discussion, or "round table" format, led by a contractor moderator. It should include, at the very least, an overview of the key elements of the PPBE process. This overview should be augmented by an in-depth discussion using current and historical examples of the politics of resource allocation as influenced by both internal and external factors. It should focus on the sphere and timing of influence that the executives may exert on the resource allocation priorities and decisions. Students will be provided a student guide while attending class, which will be theirs to keep after the class has concluded.

4.2.3. This course is for Executive personnel, primarily at the Flag and Senior Executive Service (SES) level. Sessions should be optimally scheduled to maximize attendance opportunities. This course is geared toward enhancing the ability of Flag/SES personnel to make better informed resource allocation decisions for DoN.

4.2.4. Contractor is to assume full performance including performing the first of four courses within 90 DAC.

4.2.5. Contractor is responsible for course updating, administration, delivery, and materials. As a guideline, contractor course should be in concert with the table above, with the exception of the written exam.

4.2.6. Contractor will provide students with a course critique form, approved by DoN, at the end of each course. Contractor will provide all completed critiques to DoN in the monthly Progress Reports.

**4.3. Administration and Deliverables:**

4.3.1. Contractor shall submit a proposed course schedule for all courses for the year of performance. This schedule will be provided within 15 DAC. In accordance with DD Form 1423, the Government will have authority to review



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and approve this tentative schedule.

4.3.2. Contractor will ensure the syllabus and all training materials remain current, developing new subject-matter materials when necessary. Subject matter currency includes the assessment of information needs, the development and maintenance of materials that address those needs, and the delivery of material in oral and written format (i.e. instructional material will include teacher's guides, plans of instruction, etc.) Currency will include staying in contact with policy makers (primarily executive and legislative branches) reviewing regulatory changes, reviewing data from professional publications, etc. Contractor will be provided with the most recent version of the course training materials for information and updating. Deliverables include an Action Officer course syllabus, corresponding training materials and test, and student critique. For the Executive level course, deliverables include course syllabus, corresponding training materials, and student critique. Instructions for these deliverables are detailed in DD Form 1423. The Government will have authority to review and approve this course content.

4.3.3. The contract shall distribute a Government-approved course critique form in order to obtain students' evaluation of the course. The Action Officer Course and Executive Level Course critique form will be submitted with the Course Content for government approval 30 DAC and 60 DAC, respectively. Student evaluations will be collected at the end of the course and provided to the Government on a monthly basis. The completed evaluations will be included in the Progress Report, as detailed in DD form 1423.

4.3.4. Contractor will provide DoN with one CD each month (12 CDs annually), with the latest version of the student guides. Instructions for these deliverables are detailed in DD Form 1423. DON will upload/post a copy of the provided student guides on .mil websites for study by DoD personnel.

4.3.5. Contractor shall provide DON with a monthly progress report. Report will contain 1) schedule and course registration summary for the next three Action Officer classes to be taught; 2) schedule and course registration summary of the next one Executive Level course to be taught; 3) copies of all student critiques for past month's courses; 4) copy of latest class attendance, including OPNAV code; and 5) Basic summary of any updates to the course. Instructions for these deliverables are detailed in DD Form 1423.

4.3.6. Contractor is responsible for managing student registration logistics for each course. Contractor shall identify a point of contract (POC), including phone number and email address, to accept registrations, and shall respond to requests within 72 hours. Contractor will also confirm the full list of attendees at least one week prior to class date, and advise the Government rep of any unfilled spots at that time, in order to maximize usage of available seats for each session.

4.3.7. Rights in Data: Contractual Material developed at Government expense will remain the property of the Government. Deliverables developed and/or enhanced for the Government's PPBE initiative and/or provided by the Government resulting from required performance under this Contract shall remain the property of the Government unless part of the public domain or previously owned or copyrighted by other sources.

## **5. Other Pertinent Information**

### **5.1. Acronyms:**

DAC: Days After Contract Award

DOD: Department of Defense

DON: Department of Navy

OPNAV: Chief of Naval Operations

OSD: Office of Secretary of Defense

PWS: Performance Work Statement

PBIS: Program Budget Information System

PPBE: Planning, Programming, Budgeting & Execution

SECNAV: Secretary of the Navy

SES: Senior Executive Service

**5.2. Period of Performance:** The base period of performance for this requirement is 28 Sep 2013 - 27 Sep 2014. The resultant contract will feature two one-year option periods consecutively following the base period.

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## 6. Performance Standards

Standard 1: Eighteen (18) Action Officer courses and four (4) Executive-Level courses are conducted during each year of performance.

Measurement: Course schedule reviewed by COR monthly.

Standard 2: Inquiries regarding course information and registration receive prompt response from contractor POC.

Measurement: 100% of course inquiries receive response via email or telephone within 72 hours

Standard 3: Students are satisfied with the course.

Measurement: At least 90% of students rate the course as “Satisfactory” or above in the course critiques, which are reviewed by the COR monthly.

Standard 4: Project management issues are consistently communicated between the contractor and the government.

Measurement: Monthly progress reports are provided to COR 100% of the time.

Standard 5: Course is updated to reflect current DON and OPNAV guidance regarding fiscal policy and the PPBE process

Measurement: Updated course submitted to COR monthly for OPNAV review.

## 7. Points of Contact

Contracting Officer: Kathleen Lockhart  
[kathleen.lockhart@navy.mil](mailto:kathleen.lockhart@navy.mil)  
 (215) 697-4706

Contracting Specialist: Bridget Blaney OR Stephanie Proko  
[bridget.blaney@navy.mil](mailto:bridget.blaney@navy.mil) 215-697-9628  
[stephanie.proko@navy.mil](mailto:stephanie.proko@navy.mil) 215-697-9646

COR: Rosanne Douglas  
[rosanne.douglas@navy.mil](mailto:rosanne.douglas@navy.mil)  
 (703) 692-5432

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

The Task Order Manager (TOM) identified in Section G is the only person empowered to inspect and accept work under this task order. Upon completion of all work and final submission of all data items, the contractor's

Senior Technical Representative shall prepare and sign a Certificate of Final Acceptance memorandum, and submit it to the TOM for signature. The contractor shall include the fully signed memorandum with its final invoice

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## SECTION F DELIVERABLES OR PERFORMANCE

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

5001AA	9/28/2013 - 9/27/2014
5002AA	9/28/2013 - 9/27/2014
5003AA	9/28/2013 - 9/27/2014

### CLIN - DELIVERIES OR PERFORMANCE

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

5001AA	9/28/2013 - 9/27/2014
5002AA	9/28/2013 - 9/27/2014
5003AA	9/28/2013 - 9/27/2014

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

8001BA	9/28/2014 - 9/27/2015
8001CA	9/28/2015 - 9/27/2016
8002BA	9/28/2014 - 9/27/2015
8002CA	9/28/2015 - 9/27/2016
8003BA	9/28/2014 - 9/27/2015
8003CA	9/28/2015 - 9/27/2016

Services to be performed hereunder will be provided for the Office of the Chief of Naval Operations, 2000 Navy Pentagon, Washington, DC 20350.

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative  
Rosanne K Douglas, N80  
2000 Navy Pentagon  
Washington, DC 20350  
rosanne.douglas@navy.mil  
703-692-5432

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:

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

### 2-in-1

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.

**N47039**  
**Chief of Naval Operations (OPNAV)**

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**Attn: Rosanne K Douglas, N80**  
**2000 Navy Pentagon**  
**Washington, DC 20350**

(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\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	<b>HQ0338</b>
Issue By DoDAAC	<b>N00189</b>
Admin DoDAAC	<b>S2404A</b>
Inspect By DoDAAC	<b>N47039</b>
Ship To Code	<b>N47039</b>
Ship From Code	<b>N/A</b>
Mark For Code	<b>N/A</b>
Service Approver (DoDAAC)	<b>N47039</b>
Service Acceptor (DoDAAC)	<b>N47039</b>
Accept at Other DoDAAC	<b>N/A</b>
LPO DoDAAC	<b>N47039</b>
DCAA Auditor DoDAAC	<b>N/A</b>
Other DoDAAC(s)	<b>N/A</b>

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

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

**Sorrano Littleton-Jones**  
[sorrano.littleton-jo@navy.mil](mailto:sorrano.littleton-jo@navy.mil)

(g) WAWF point of contact.

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

**Sorrano Littleton-Jones**  
[sorrano.littleton-jo@navy.mil](mailto:sorrano.littleton-jo@navy.mil)  
**(202) 685-1504**

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

(End of clause)

Accounting Data

SLINID PR Number

Amount

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5001AA      N00189-13-NR-55066            150812.00  
LLA :  
AA 1731804 11T0 251 47039 0 068892 2D CD7094 4703931N80AQ  
Standard Number: N4703913RCD7097  
LLA: 1731804 11T0 251 47039 0 068892 2D CD7094  
Cost Code: 4703931N80AQ

5002AA      N00189-13-NR-55066            53296.00  
LLA :  
AA 1731804 11T0 251 47039 0 068892 2D CD7094 4703931N80AQ  
Standard Number: N4703913RCD7097  
LLA: 1731804 11T0 251 47039 0 068892 2D CD7094  
Cost Code: 4703931N80AQ

BASE Funding 204108.00  
Cumulative Funding 204108.00



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## SECTION H SPECIAL CONTRACT REQUIREMENTS

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

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

Rosanne K. Douglas, N80

NAME CODE

2000 Washington, DC 20350-2000

MAIL ADDRESS

703-692-5432

TELEPHONE NUMBER

(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

NAME CODE

MAIL ADDRESS

TELEPHONE NUMBER

(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 delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/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 delivery/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.

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## SECTION I CONTRACT CLAUSES

### 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 at any time prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at any time 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 three (3) years.

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## SECTION J LIST OF ATTACHMENTS

Contract Administration Plan

CDRLs