

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>	1. CONTRACT ID CODE	PAGE OF PAGES	
	U	1	2

2. AMENDMENT/MODIFICATION NO. 08	3. EFFECTIVE DATE 06-Jan-2013	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00174	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A

NSWC, INDIAN HEAD DIVISION  
4072 North Jackson Road, Suite 132  
Indian Head MD 20640-5115  
teresa.palumbo@navy.mil 301-744-6612

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	[X]	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-FG07
		10B. DATED (SEE ITEM 13) 15-Sep-2009
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.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)(3) Types of Contract Modifications - Bilateral
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ 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)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Christine M Owens, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
	03-Jan-2014	BY /s/Christine M Owens	06-Jan-2014
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

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 incorporate the ECMRA requirement and to de-obligate unused travel funds in the amount of \$9,313.62.

Accordingly, said Task Order is modified as follows:

### 1. Section C - Performance Work Statement

Paragraph 4.2.3 Enterprise-wide Contractor Manpower Reporting Application (ECMRA) was added.

### 2. Section G - Accounting Data

Unused travel funds in the amount of \$9,313.62 have been de-obligated from CLIN 600301.

### 3. All other terms and conditions remain unchanged.

### 4. Contractor's Statement of Release

The parties have considered whether an equitable adjustment in the contract price, delivery schedule, or other terms and conditions of the contract is warranted by virtue of the above change(s) to the contract. The parties agree that no such adjustment is warranted. The contractor waives all right, title and interest, if any, to further equitable adjustments arising under this modification.

### 5. For additional information concerning this task order, please contact Teresa M. Palumbo at 301-744-6612 or [teresa.palumbo@navy.mil](mailto:teresa.palumbo@navy.mil).

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 decreased from \$1,013,111.71 by \$9,313.62 to \$1,003,798.09.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
600301	Fund Type - OTHER	9,834.54	(9,313.62)	520.92

The total value of the order is hereby increased from \$1,022,080.82 by \$0.00 to \$1,022,080.82.

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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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5000	R425	Base Year Labor - Adaptive Planning, Modeling and Simulation Advisory Assistance Services in accordance with the Performance Work Statement. (Fund Type - OTHER)	12.0	MO	\$15,309.85	\$183,718.20
5001	R425	Option Year I Labor - Adaptive Planning, Modeling and Simulation Advisory Assistance Services in accordance with the Performance Work Statement. (Fund Type - OTHER)	12.0	MO	\$15,761.69	\$189,140.28
5002	R425	Option Year II Labor - Adaptive Planning, Modeling and Simulation Advisory Assistance Services in accordance with the Performance Work Statement. (Fund Type - OTHER)	12.0	MO	\$16,223.18	\$194,678.16
500201	R425	Option Year II Labor (Fund Type - OTHER)				
5003	R425	Option Year III Labor - Adaptive	12.0	MO	\$16,700.40	\$200,404.80

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Planning,  
Modeling and  
Simulation  
Advisory  
Assistance  
Services in  
accordance with  
the Performance  
Work Statement.  
(Fund Type -  
OTHER)

500301 R425 Funding in  
support of Option  
Year III Labor -  
Adaptive  
Planning,  
Modeling and  
Simulation  
Advisory  
Assistance  
Services in  
accordance with  
the Performance  
Work Statement.  
(Fund Type -  
OTHER)

5004	R425	Option Year IV Labor - Adaptive Planning, Modeling and Simulation Advisory Assistance Services in accordance with the Performance Work Statement. (Fund Type - OTHER)	12.0	MO	\$17,196.43	\$206,357.16
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500401 R425 Funding in  
Support of Option  
Year IV Labor  
(Fund Type -  
OTHER)

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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6000	R425	Base Year ODC's - Travel, material and supplies in accordance with	1.0	LO	\$9,000.00

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the Performance  
Work Statement.  
NTE \$9,000.00  
(Fund Type -  
OTHER)

6001	R425	Option Year I ODC's - Travel, material and supplies in accordance with the Performance Work Statement. NTE \$9,270.00 (Fund Type - OTHER)	1.0 LO	\$9,270.00
6002	R425	Option Year II ODC's - Travel, material and supplies in accordance with the Performance Work Statement. NTE \$9,548.10 (Fund Type - OTHER)	1.0 LO	\$9,548.10
600201	R425	OPTION YEAR II ODC - Travel, materials, supplies (Fund Type - OTHER)		
6003	R425	Option Year III ODC's - Travel, material and supplies in accordance with the Performance Work Statement. NTE \$9,834.54 (Fund Type - OTHER)	1.0 LO	\$9,834.54
600301	R425	Option Year III ODC's - Travel, material and supplies in accordance with the Performance Work Statement. NTE \$9,834.54 (Fund Type - OTHER)		
6004	R425	Option Year IV ODC's - Travel,	1.0 LO	\$10,129.58

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material and  
supplies in  
accordance with  
the Performance  
Work Statement.  
NTE \$10,129.58  
(Fund Type -  
OTHER)

600401 R425 Funding in  
Support of Option  
Year IV ODC's  
(Fund Type -  
OTHER)

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement (PWS) For ACQUISITION PACKAGER R-J7-09-0014

#### Adaptive Planning, Modeling and Simulation Advisory Assistance

Date 20 April 2011 Prepared By: Peter Martinson

#### PART 1 GENERAL INFORMATION

### 1.0 Description of Services

#### 1.1 Background

Within DOD Directive 5000.59, DOD Modeling and Simulation (M&S) Management, the Chairman of the Joint Chiefs of Staff (CJCS) is tasked to provide lead representation for Combatant Command (COCOM) planners for DOD M&S efforts. The Secretary of Defense (SECDEF) issued Adaptive Planning (AP) Roadmaps that provide guidance and direction for the department on implementing DOTMLPF solutions that will span the range of activities that address planning contingency through crisis and plan execution. Joint Publication 5-0, *Joint Operations Planning*, provides doctrinal foundation for the planner community. The Joint Staff **J-5**, Deputy Director for Strategy & Policy is functionally responsible to the Chairman to provide the liaison to COCOM planners within the Joint Operational War Plans Division (JOWPD). JOWPD is responsible for developing adaptive planning strategy inputs to both the DOD modeling and simulation efforts described in DODD 5000.59 and the adaptive planning community described in the AP Roadmaps. JOWPD coordinates with OSD, COCOMs, Services, Defense Agencies, other U.S. Government Agencies, and academia on a daily basis.

In support of the taskings to the CJCS, JOWPD serves as the representative and focal point for all COCOM Planners. Typically these taskings, within the scope of AP, include maintaining awareness of the current state of models and simulations available to the planners. Current efforts also include staff assessments of applications such as the Integrated Strategic Planning and Analysis Network (ISPAN), Theater Campaign Planning tools (e.g., Global Theater Security Cooperation-Management Information System, G-TSC/MIS), and development of the Net Enabled Command and Control (NECC) system. JOWPD is also exploring irregular warfare analysis models and simulations that may be applicable to the AP community. This division maintains regular contact with the professional communities developing tools and techniques to support planners and analysts in order to bring the best assets available in support of the AP Roadmaps.

#### 1.2 Purpose

This contract vehicle will acquire on-site Contracted Advisory and Assistance Services (CAAS) for the Joint Staff/**J5** Joint Operational War Plans Division with a subject matter expert with program manager level experience who possess modeling and simulation domain expertise, strategic planning background and knowledge of topics discussed in paragraph 1.1 Background. These services shall enable staff assessments and integration into ongoing efforts with AP and M&S.

#### 1.3 Objective

The contractor shall provide all staffing, equipment, and materials necessary to perform the tasks as defined in this PWS; except that which is Specified in Part 3 as Government Furnished Information, Facilities, Property, Equipment and Services at **J-5 JOWPD**. (The contractor shall perform to the standards in this contract. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to supervision and control by the Government.)

#### 1.4 General Information

##### 1.4.1 Period of Performance

The period of performance shall be for one (1) base period of twelve (12) months and four (4) 12 month option periods. The option periods are not part of the period of performance, unless exercised, at the discretion of the Government.

The period of performance is as follows:

Base Period: 15 September 2009 – 14 September 2010

Option Period I: 15 September 2010 – 14 September 2011

Option Period II: 15 September 2011 – 14 September 2012

Option Period III: 15 September 2012 – 14 September 2013

Option Period IV: 15 September 2013 – 14 September 2014

##### 1.4.2 Place of Performance

The primary place of performance for this effort is the Pentagon, J-5 JOWPD spaces.

##### 1.4.3 Contracting Officer Representative (COR) and Alternate COR

Mr. Peter Martinson

J5 Joint Operational War Plans Division

5000 JS Pentagon

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Rm 1E1028, Pentagon  
Washington, DC 20318-5000  
703-571-5832,  
[peter.martinson@js.pentagon.mil](mailto:peter.martinson@js.pentagon.mil)

Mr. Haider Haider  
J5 Joint Operational War Plans Division  
5000 JS Pentagon  
Rm 1E1028, Pentagon  
Washington, DC 20318-5000  
703-614-7552  
[haider.a.haider.civ@mail.mil](mailto:haider.a.haider.civ@mail.mil)

#### **1.4.4 Primary and Alternate Point of Contact (POC)**

##### **Primary POC**

Mr. John Wallace  
J5 Joint Operational War Plans Division  
5000 JS Pentagon  
Rm 1E1028, Pentagon  
Washington, DC 20318-5000  
(703) 614-8616, [john.w.wallace16.civ@mail.mil](mailto:john.w.wallace16.civ@mail.mil)

##### **Alternate POC**

Mr. Bruce Hollywood  
J5 Joint Operational War Plans Division  
5000 JS Pentagon  
Rm 1E1028, Pentagon  
Washington, DC 20318-5000  
(703) 697-2949,  
[bruce.hollywood@js.pentagon.mil](mailto:bruce.hollywood@js.pentagon.mil)

#### **1.4.5 Hours of Operation**

The contractor is responsible to perform between the hours of 0800 and 1600 Monday through Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

#### **1.4.6 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**

San Diego, CA / 4 Days / 2 Trips / 1 Person  
Orlando, FL / 3 days / 3 Trips / 1 Person  
Norfolk, VA / 3 days / 3 Trips / 1 Person  
Charleston, SC / 3 days / 2 Trips / 1 Person

#### **1.4.7 Recognized Holidays**

The contractor is NOT required to perform on these days.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

#### **1.4.8 Type of Contract**

Firm Fixed Price.

#### **1.4.9 Security Requirements**

##### **1.4.9.1 Clearance Level**

TS/SCI: All contractor personnel shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last 5 years with Sensitive Compartmented Information (SCI) eligibility.



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#### **1.4.9.2 Facility Clearance**

Will comply with DD254.

#### **1.4.9.3 Physical Security**

The contractor shall be responsible for safeguarding all Government information or property provided for contractor use. At the close of each work period, Government information, facilities, equipment and materials shall be secured as specified.

#### **1.4.9.4 Key Control**

The contractor shall be responsible for safeguarding all Government issued keys, physical or electronic, provided for contractor use. At the close of each work period, Government information, facilities, equipment, computers, and materials shall be secured as specified

#### **1.4.9.5 Lock Combinations**

The contractor shall be responsible for safeguarding all Government information provided for contractor use. At the close of each work period, Government information, facilities, equipment and materials shall be secured as specified to include securing using applicable combination means.

#### **1.4.10 Post Award Conference/Periodic Progress Meetings**

The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (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 of how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Government and contractors shall take appropriate action to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

#### **1.4.11 Identification of Contractor Employees**

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They 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 obtain and wear badges in the performance of this service.

#### **1.4.12 Deliverables**

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

## **PART 2 DEFINITIONS & ACRONYMS**

Contracting Officer's Representative (COR) - A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as liaison to the contractor.

Defective Service - A service output that does not meet the standard of performance associated with it in the PWS.

Delivery Date - The specific time of delivery and/or performance.

Metrics - A system of parameters or ways of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.

Performance Objective - The service and/or activity required.

Performance Requirement - The outcomes, or results, that lead to satisfaction of the objective(s).

Performance Standard - Establishes the performance level required by the Government to meet the contract requirements. The standards shall be measurable and structured to permit an assessment of the contractor's performance.

Performance Threshold - Minimum acceptable level, error rate and/or deviation from standard.

Performance Work Statement (PWS) - A detailed work statement for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.

Quality Assurance (QA) - Those actions taken by the Government to assure services meet the requirements of the PWS.

Quality Assurance Surveillance Plan (QASP) - A document organizing how the Government will apply performance standards, the frequency of surveillance and the minimum acceptable defect rate(s).

Quality Control (QC) - Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

Quality Control Plan (QCP) - A document organizing the performance control processes to be applied for delivering the level of service required

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by the PWS.

Task – How the contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a certain time period.

Wide Area Work Flow (WAWF) – A secure Web-based system to allow contractors to submit electronic invoices, and provide the Government a means to electronically receipt and accept supplies and services.

Adaptive Planning (AP)—Those activities conducted by DOD planners to create, maintain, analyze, assess, source, and execute directed plans. Joint Publication 5-0, Joint Operations Planning provides DOD doctrine for planning.

Adaptive Planning and Execution (APEX)—This term encompasses all activities that span contingency planning, crisis planning, and execution. It includes sourcing activities and transportation feasibility analysis.

Command and Control Functional Capabilities Board (C2 FCB)—The group that oversees capability development for all topics under the joint capability area (JCA) for C2.

Joint Operations Planning and Execution System (JOPES)—This system currently serves at the DOD method of executing crisis or contingency plans and is governed by CJCSM 3122 Series.

Modeling & Simulation (M&S)—Tools created to enable human decision, assessments, analysis, learning, and collaboration. DOD Directive 5000.59, DOD Modeling and Simulation Management provides authoritative direction for the department involving M&S.

Modeling & Simulation Steering Committee (M&S SC)—This is the general officer, flag officer, senior executive level group that oversees M&S efforts from a collective stand point as described in DOD Directive 5000.59, DOD Modeling and Simulation Management.

Modeling & Simulation Integrated Process Team (M&S IPT)—This body is the O-6 level integration working group that provides coordination and working functions to support the M&S SC. It operates under DOD Directive 5000.59, DOD Modeling and Simulation Management.

## PART 3

### GOVERNMENT FURNISHED INFORMATION, FACILITIES, PROPERTY, EQUIPMENT AND SERVICES

#### 3.0 General

The Government will provide the information, facilities, property, equipment and services listed below.

##### 3.1 Information

N/A

##### 3.2 Facilities

The Government will furnish the necessary workspace for the contractor staff to provide the support outlined in this PWS. Workspace includes desk space, telephones, computers and other items necessary to maintain an office environment.

##### 3.3 Property

N/A

##### 3.4 Equipment

N/A

##### 3.5 Services

N/A

##### 3.6 Utilities

All utilities in the facility will be available for the contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

## PART 4

### TASK DESCRIPTIONS

#### 4.0 Task Descriptions

##### 4.1 Schedule

###### 4.1.1 Record Kick-Off Meeting

The contractor shall schedule and conduct a joint Government, contractor kick-off meeting to review PWS requirements.

###### 4.1.2 Submit Quarterly Project Schedule Plan

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The contractor shall deliver and maintain an integrated project schedule that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables.

## 4.2 Cost Reporting

### 4.2.1 Quarterly Expenditure Report

The contractor shall provide cost reporting to the COR. The reporting shall provide technical, schedule, and fiscal status by comparing planned versus actual expenditure percentages.

### 4.2.2 Problems and Shortfalls Report

The contractor shall identify any anticipated technical or funding shortfall or irregularity during the specified period of performance, in writing, not later than four (4) months prior to the anticipated shortfall. Shortfall projection will be for the upcoming quarter. If none anticipated, report as such.

### 4.2.3 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

"The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Joint Staff via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil> .

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."

## 4.3 Quality

### 4.3.1 Quality Control Plan

The contractor shall implement a Quality Control Program for this effort. The contractor shall prepare and provide a Quality Control Plan, which details and describes the contractor's framework and processes for delivering quality products and services required by the tasks in this PWS. The contractor shall implement a Quality Control Program to ensure all work will be performed in accordance with the contract requirements. 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.

## 4.4 Technical

### 4.4.1 Support to Adaptive Planning

The contractor shall participate in the development of AP event agendas, plans, teleconferences, staffing actions, and meetings in support of J5 functions as the Joint Staff lead in this area. Input shall generally include: issue research, information acquisition, analysis, preparation of qualitative assessments, and recommendations to the J5 government representatives. In preparation for these, the contractor shall consider:

- Status of AP Tools
- Status of M&S related efforts and topics affecting future applications for AP
- Status of DOD strategic guidance as related to AP or affecting planning activities
- Status of related capability development efforts within DOD that are designed to affect AP

4.4.1.1 AP Meeting Support. The contractor shall provide support by organizing M&S related technical exchanges and discussions, assisting in preparation of meeting notes, minutes and after-action reports, coordinating and integrating summary results with other organizations, and distributing materials. Meeting Support includes participating at offsite Government-sponsored conferences and seminars.

4.4.1.2 AP Reporting. The contractor shall prepare draft reports, executive summaries, formal briefings, and supporting graphic material in written or oral format, that effectively communicate complex matters. All documentation shall be provided in hard copy and electronic format and shall be delivered in the current Joint Staff version of Microsoft Office applications.

4.4.1.3 AP Tools Tracking. The contractor shall support the Government by monitoring, tracking and compiling database spreadsheet representations of the status of AP Tools that are in use or planned for inclusion for AP. This task is related to task 4.4.2.3, M&S Tools Tracking.

### 4.4.2 Support to Modeling and Simulation

The contractor shall support the assessment of modeling and simulation (M&S) topics including those related to the Joint Capabilities Integration and Development System (JCIDS) process (e.g. M&S programs presented to JROC and FCB forums), and those initiated by DoD M&S offices. The contractor shall research the issues, identify stakeholder impacts, support coordination with DoD organizations and agencies, and prepare draft responses for review and approval by the Government. The contractor shall support J5 attendance and participation with modeling and simulation projects, meetings, and conferences. The contractor shall coordinate efforts and staffing actions with OSD, the Joint Staff, Combatant Commands, the Services, and Defense Agencies. The contractor shall support planning for management of new joint analytic tools, models, and simulations.

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4.4.2.1 M&S Meeting Support. The contractor shall provide support by organizing technical exchanges and discussions, preparing meeting minutes and after-action reports, coordinating and integrating study results with other organizations, and distributing materials. Meeting Support includes participating at offsite Government-sponsored conferences and seminars.

4.4.2.2 Reporting requirements. The contractor shall prepare draft reports, study summaries, executive summaries, formal briefings, and supporting graphic material in written or oral format, that effectively communicate complex matters. All documentation shall be provided in hard copy and electronic format and shall be delivered in the current Joint Staff version of Microsoft Office applications.

4.4.2.3 M&S Tools Tracking. The contractor shall support the Government by monitoring, tracking and compiling database spreadsheet representations of the status of M&S tools that relate to AP. This shall relate information from task 4.4.1.3, AP Tools Tracking. This shall include exploration of M&S tools that are not currently in use in AP, but show potential for the AP community.

#### **4.4.3 Task management reporting**

The contractor shall provide to the Government for review and approval, monthly status reports (NLT the 5th working day of each month) that detail resource expenditures to date and in-place resource and management controls employed to meet the cost, performance and schedule requirements throughout execution.

#### **4.5 Performance Measures**

To ensure the quality and timely submission of deliverables the Government will perform monthly reviews of all contract deliverables. These reviews will be performed during invoice processing as a part of the inspection, prior to approval and payment. Invoices for deliverables rated green will be approved for payment; invoices for deliverables rated yellow may be approved for payment; invoices for deliverables rated red will not be approved for payment until the deliverable is revised and receives an acceptable rating. The following metrics shall be used in assessing progress toward the desired end-state.

##### **4.5.1 Timeliness**

1. Green: 95% - 100% of the products are delivered on or before the required delivery dates.
2. Yellow: 90% to 95% of the products are delivered on or before the required delivery dates.
3. Red: Less than 90% of the products are delivered on or before the required delivery dates.

##### **4.5.2 Quality of Support**

1. Green: 95% - 100% of deliverables are complete, responsive, and technically sound.
2. Yellow: 90% to 95% of deliverables are complete, responsive, and technically sound.
3. Red: Less than 90% of deliverables are complete, responsive, and technically sound.

##### **4.5.3 Support is Customer-Focused**

1. Green: Contractor is proactive in identifying problems and recommending solutions. Contractor is receptive to Government feedback, quick to solve problems and keep the Government informed.
2. Yellow: Contractor is reactive in identifying problems and recommending solutions. Contractor acts on problems identified by the Government in a timely manner.
3. Red: Contractor is inactive in identifying problems and recommending solutions. Problems and issues are not dealt with or resolved at the lowest possible level.

##### **4.5.4 Recommendations were relevant to today's environment**

1. Green - The recommendations are relevant, well developed, and supported by the results or findings of the analysis.
2. Yellow - Most of the recommendations are relevant, well developed, and supported by the results or findings of the analysis.
3. Red - The recommendations are not relevant, well developed, and supported by the results or findings of the analysis.

##### **4.5.5 Documentation**

1. Green - completed IAW contract schedule; no errors found; documentation helpful.
2. Yellow - completed within 2-3 weeks after model release; few errors; documentation satisfactory.
3. Red - documentation incomplete. Significant rewrite required by Government.

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PART 5  
APPLICABLE DOCUMENTS

**5.0 Applicable Documents**

**5.1 Reference to Detailed Specifications**

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

**5.2 Specific Regulation or Guidance**

Adaptive Planning Roadmaps I & II  
Joint Publication 5-0, Joint Operations Planning  
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

(Reference Appendix A. and B. for General Information and Examples for completing Technical Exhibit 1)

Task Paragraph	Tasks	Delivery Date	Performance Standard	Performance Threshold	Percentage of Price
<b>4.1</b>	Schedule				
<b>4.1.1</b>	Kickoff meeting Summary	DOA + 10 Days	One time	+/- 5 Days	0.2%
<b>4.1.2</b>	Deliver and maintain an integrated project schedule; include resource loaded tasks, durations, dependencies & deliverables	DOA + 10 Days	Monthly	+/- 5 Days	0.9%
<b>4.2</b>	Cost Reporting				
<b>4.2.1</b>	Expenditure Report	DOA + 90 Days	Quarterly	+/- 5 Days	0.6%
<b>4.2.2</b>	Shortfall Report	DOA + 90 Days	Quarterly	+/- 5 Days	0.6%
<b>4.3</b>	Quality				
<b>4.3.1</b>	Quality Control Plan	DOA + 10 Days	One time	+/- 5 Days	2.1%
<b>4.4</b>	Technical				
<b>4.4.1</b>	Support to Adaptive Planning				
<b>4.4.1.1</b>	AP Meeting Support	DOA + 7 Days	Weekly	+/- 2 Days	41.2%
<b>4.4.1.2</b>	AP Reports	DOA + 7 Days	Weekly	+/- 2 Days	11.1%
<b>4.4.1.3</b>	AP Tools Status	DOA + 30 Days	Monthly	+/- 5 Days	1.3%
<b>4.4.2</b>	Support to Modeling & Simulation				
<b>4.4.2.1</b>	M&S Meeting Support	DOA + 7 Days	Weekly	+/- 2 Days	27.7%
<b>4.4.2.2</b>	M&S Reports	DOA + 7 Days	Weekly	+/- 2 Days	11.1%
<b>4.4.2.3</b>	M&S Tools Status	DOA + 30 Days	Monthly	+/- 5 Days	1.3%
<b>4.4.3</b>	Monthly Status Report	DOA + 30 Days	Monthly	+/- 5 Days	1.9%

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## **SECTION D PACKAGING AND MARKING**

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

SEE BASIC CONTRACT

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## **SECTION E INSPECTION AND ACCEPTANCE**

INSPECTION AND ACCEPTANCE IS AT DESTINATION



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## SECTION F DELIVERABLES OR PERFORMANCE

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

5000	9/30/2009 - 9/30/2010
5001	9/30/2010 - 9/30/2011
5002	9/15/2011 - 9/14/2012
5003	9/15/2012 - 9/14/2013
5004	9/15/2013 - 9/14/2014
6000	9/30/2009 - 9/30/2010
6001	9/30/2010 - 9/30/2011
6002	9/15/2011 - 9/14/2012
6003	9/15/2012 - 9/14/2013
6004	9/15/2013 - 9/14/2014

### CLIN - DELIVERIES OR PERFORMANCE

The period of performance for this requirement, including all options, is five (5) years.

CLIN 5000 - 15 September 2009 through 14 September 2010  
CLIN 5001 - 15 September 2010 through 14 September 2011  
CLIN 5002 - 15 September 2011 through 14 September 2012  
CLIN 5003 - 15 September 2012 through 14 September 2013  
CLIN 5004 - 15 September 2013 through 14 September 2014

CLIN 6000 - 15 September 2009 through 14 September 2010  
CLIN 6001 - 15 September 2010 through 14 September 2011  
CLIN 6002 - 15 September 2011 through 14 September 2012  
CLIN 6003 - 15 September 2012 through 14 September 2013  
CLIN 6004 - 15 September 2013 through 14 September 2014

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## SECTION G CONTRACT ADMINISTRATION DATA

### IHD 76 - INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) FEB 2000

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. Scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>
New Year's Day	01 January
Martin Luther King's Birthday	19 January
President's Day	16 February
Memorial Day	31 May
Independence Day	5 July
Labor Day	6 September
Columbus Day	11 October
Veteran's Day	11 November
Thanksgiving Day	25 November
Christmas Day	24 December

\* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

<u>AREA</u>	<u>FROM</u>	<u>TO</u>
Contracts Division (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M.	11:00 A.M.
	12:30 P.M.	2:00 P.M.

If you intend to visit the Contracts Division, it is advised that you call for an appointment at least 24 hours in advance.

### IHD 77 – FFP WAWF INVOICE INSTRUCTIONS (NSWCIHD) (DEC 2008)

(a) In accordance with the clause of this contract entitled "Electronic Submission of Payments Requests and Receiving Reports" (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center will utilize the Do Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides are also available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting

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Started for Vendors" and "WAWF Vendor Guide".

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The following information regarding payment request routing is provided for completion of the document in WAWF:

<b>Use Invoice and Receiving Report (Combo) for Firm Fixed Price Contracts/Orders</b>	
	<b>Below Fields Are To Be Completed By The Buyer</b>
<b>Contract Number</b>	N00178-04-D-4024
<b>Delivery Order</b>	FG07
<b>CAGE Code/Ext.</b>	17038
<b>Pay DoDAAC</b>	HQ0338
<b>Inspection</b>	H91269
<b>Acceptance</b>	H91269
<b>Fast Pay</b>	<b>DO NOT CHECK</b>
<b>Issue date</b>	Page 1, Block 3
<b>Issue By DoDAAC</b>	N00174
<b>Admin DoDAAC</b>	N00174
<b>Inspect By DoDAAC</b>	H91269
<b>Ship To Code/Ext.</b>	H91269
<b>LPO DoDAAC/Ext.</b>	N00174

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(e) Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(f) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on "Send More Email Notifications" and add the following email address(es):

Technical Representative: [peter.martinson@js.pentagon.mil](mailto:peter.martinson@js.pentagon.mil)

This additional notification to the government is necessary to make the acceptor aware that the invoice has been submitted in WAWF. Without this notification, the government may be unable to process your submission in a timely manner, which will delay payment.

(g) When shipping material, it is strongly recommended the contractor print a completed copy of the receiving report from WAWF and include this with the shipping paperwork. This assists receiving personnel with matching received material to your payment request, which can speed your payment.

(h) The contractor shall submit invoices for payment per contract terms and the government shall process invoices for payment per contract terms.

(i) If you have any questions regarding WAWF, please contact Dan Twombly at 301-744-6613 or [daniel.twombly@navy.mil](mailto:daniel.twombly@navy.mil) or Chris Ireson at 301-744-6550 or [chris.ireson@navy.mil](mailto:chris.ireson@navy.mil).

#### TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Teresa M. Palumbo  
Phone: (301) 744-6612

Payments/Invoicing: WAWF

Task Order Manager: Peter Martinson  
Phone Number: (703) 571-5832  
Email: [peter.martinson@js.pentagon.mil](mailto:peter.martinson@js.pentagon.mil)

#### Accounting Data

SLINID	PR Number	Amount
5000	N00174-09-PR-0952	183718.20
LLA :		
AA 9790100.1220 4770 00000 2523 9JAA97 012195 DJAC91475		
Requisition No: 92457773		
Funding Doc: H91269-9127-1475		
Amt: \$183,718.20		
Applies to: CLIN 5000		
6000		9000.00
LLA :		
AA 9790100.1220 4770 00000 2523 9JAA97 012195 DJAC91475		
Requisition No: 92457773		
Funding Doc: H91269-9127-1475		
Amt: \$9,000.00		
Applies to: CLIN 6000		

BASE Funding 192718.20  
Cumulative Funding 192718.20

MOD 01 Funding 0.00  
Cumulative Funding 192718.20

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MOD 02 Funding 0.00  
Cumulative Funding 192718.20

MOD 03

5001        N00174-10-PR-1604        189140.28  
LLA :  
AB 9700100.1220 4770 00000 2523 9JAA97 012195 DJAC01357  
Standard Number: H91269-0238-1357  
Amount: \$189,140.28  
Requisition No: 02510041  
Funding Doc: H91269-0238-1357  
Supports: CLIN 5001

6001        N00174-10-PR-1604        9270.00  
LLA :  
AB 9700100.1220 4770 00000 2523 9JAA97 012195 DJAC01357  
Standard Number: H91269-0238-1357  
Amount: \$9,270.00  
Requisition No: 02510041  
Funding Doc: H91269-0238-1357  
Supports: CLIN 6001

MOD 03 Funding 198410.28  
Cumulative Funding 391128.48

MOD 04

500201      N00174-11-PR1396        194678.16  
LLA :  
AC 9710100.1220 4570 00000 2523 9JAA97 012195 DJAC11164  
Standard Number: H91269-1165-1164-000  
REQUISITION # 11991097

600201      N00174-11-PR-1396        9548.10  
LLA :  
AC 9710100.1220 4570 00000 2523 9JAA97 012195 DJAC11164  
Standard Number: H91269-1165-1164-000  
REQUISITION # 11991097

MOD 04 Funding 204226.26  
Cumulative Funding 595354.74

MOD 05

500301      1300296715        200404.80  
LLA :  
AD 9720100.1220 4570 00000 2523 9JAA97 012195 DJAC21472  
Standard Number: H91269-2213-1472-000  
Requisition # 1300296715  
Funding in support of Option Year III Labor - Adaptive Planning, Modeling and  
Simulation Advisory Assistance Services in accordance with the Performance Work  
Statement.

600301      1300296715        9834.54  
LLA :  
AD 9720100.1220 4570 00000 2523 9JAA97 012195 DJAC21472  
Standard Number: H91269-2213-1472-000  
Requisition # 1300296715  
Funding in support of Option Year III ODC's - Travel, material and supplies in  
accordance with the Performance Work Statement. NTE \$9,834.54

MOD 05 Funding 210239.34  
Cumulative Funding 805594.08

MOD 06

600201      N00174-11-PR-1396        (8969.11)

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LLA :  
AC 9710100.1220 4570 00000 2523 9JAA97 012195 DJAC11164  
Standard Number: H91269-1165-1164-000  
REQUISITION # 11991097

MOD 06 Funding -8969.11  
Cumulative Funding 796624.97

MOD 07

500401 1300378249 206357.16  
LLA :  
AE 97130100.1220 4570 00000 2523 9JAA97 012195 DJAC13A424  
Standard Number: H91269-3232-A424-000  
Requisition #1300378249

600401 1300378249 10129.58  
LLA :  
AE 97130100.1220 4570 00000 2523 9JAA97 012195 DJAC13A424  
Standard Number: H91269-3232-A424-000  
Requisition # 1300378249

MOD 07 Funding 216486.74  
Cumulative Funding 1013111.71

MOD 08

600301 130029671500001 (9313.62)  
LLA :  
AD 9720100.1220 4570 00000 2523 9JAA97 012195 DJAC21472  
Standard Number: H91269-2213-1472-000  
Requisition # 1300296715  
Funding in support of Option Year III ODC's - Travel, material and supplies in  
accordance with the Performance Work Statement. NTE \$520.92

MOD 08 Funding -9313.62  
Cumulative Funding 1003798.09

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

### 5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

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

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

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

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

### IHD 1 - CONTRACTOR PERFORMANCE ASSESSMENT RATING SYSTEM (CPARS) NAVSEA/IHD (JAN 2001)

(a) Pursuant to FAR 42.1502, this contract is subject to DoD's Contractor Performance Assessment System (CPARS). CPARS is an automated centralized information system accessible via the Internet that maintains reports of contractor performance for each contract. CPARS is located at <https://cpars.csd.disa.mil> Further information on CPARS is available at that web-site.

(b) Under CPARS, the Government will conduct annual evaluations of the contractor's performance. The contractor has thirty (30) days after the Government's evaluation is completed to comment on the evaluation. The opportunity to review and comment is limited to this time period and will not be extended. Failure to review the report at this time will not prevent the Government from using the report.

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(c) The contractor may request a meeting to discuss the CPARS. The meeting is to be requested via e-mail to the CPARS Program Manager no later than seven days following receipt of the CPAR. A meeting will then be held during the contractor's 30-day review period.

(d) The CPARS system requires the Government to assign the contractor a UserID and password in order to view and comment on the evaluation. Provide the name(s) of at least one individual (not more than three) that will be assigned as your Defense Contractor Representative for CPARS.

<u>Name</u>	<u>Phone</u>	<u>E-mail Address (optional)</u>
—		
_____	_____	_____
_____	_____	_____

#### Quality Assurance Surveillance Plan (QASP) for Term Incentive

##### 1. **PURPOSE**

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to assure systematic quality assurance methods are used in this performance based service order. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the order. A properly executed QASP will assist the Government in achieving the objectives of this acquisition.

This Task Order provides the Joint Staff/J7 Operational War Plans Division support for the development of adaptive planning strategy inputs to both the DoD modeling and simulation efforts and the adaptive planning community.

The resulting performance based order will have firm fixed price Labor CLINs, and cost only Other Direct Cost (ODC) CLINs. The period of performance for this order will cover one base and four options for a total of five years. A properly executed QASP will assist the Government in achieving the overall objectives of this procurement.

##### 2. **AUTHORITY**

Authority for issuance of this QASP is provided under Contract Section E – Inspection and Acceptance, which provides for inspection and acceptance of the services and documentation called for in service contracts, to be executed by the Contracting Officer or a duly authorized representative.

##### 3. **SCOPE**

The QASP is put in place to provide Government surveillance and oversight of the contractor's efforts to assure that they are timely, effective and are delivering the results specified in the order.

The contractor's performance on this task order will be evaluated by the Government as described below. The first evaluation will cover the period ending 12 months after date of contract award with successive evaluations being performed for each 12 month period thereafter until the contractor completes performance under this task order. For the first period and each subsequent 12 month period, the government will evaluate the contractor's performance. The evaluation will encompass all work performed by the contractor at any time during the 12 month period but will not include cumulative information from prior reports. For each period, the Contractor will complete a self-assessment of the performance provided, to be delivered to the TOM and Contract Specialist NLT 60 days prior to the end of the period of performance. The self-assessment shall cover all areas of the Government QASP. Based on the evaluation results, the Contracting Officer will assign an overall performance rating. If the Contracting Officer assigns an "Unsatisfactory" performance rating for the period evaluated, the next option period will not be exercised.

##### 4. **GOVERNMENT RESOURCES AND RESPONSIBILITIES**

The following Government resources shall have responsibility for the implementation of this QASP:



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**Procurement Contracting Officer** – The Procurement Contracting Officer (PCO) ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interest of the United States in the contractual relationship. It is the PCO that assures the Contractor receives impartial, fair and equitable treatment under the contract. The PCO is ultimately responsible for the final determination of the adequacy of the Contractor's performance. The PCO for this contract is identified in Section G.

**Contract Specialist** – An individual assigned by the PCO to assist in the daily administration of the contract. The Contract Specialist also provides input to the PCO and the TOM as to the quality of performance for areas addressed in this QASP. The Contract Specialist for this contract is identified in Section G.

**Task Order Manager** – The Task Order Manager (TOM) is responsible for technical administration of the contract and assures proper Government surveillance of the contractor's performance. The TOM is not empowered to make any contractual commitments or to authorize any changes on the Government's behalf. Any changes that the contractor deems may affect contract price, terms or conditions shall be referred to the PCO for action.

**Government Technical Point of Contact** – The TOM designates an individual Government Technical Point of Contact (TPOC) to assist in administering specific projects under the contract. The Government TPOC is responsible for assisting in administering a specific project under the contract. A Government TPOC cannot, in any manner, alter the scope of the contract, make commitments or authorize any changes on the Government's behalf.

## 5. METHODS OF QA SURVEILLANCE

**a. QASP** – The below listed methods of surveillance shall be used by the TOM in the technical administration and the PCO/Contract Specialist in non-technical administration of this QASP. The QASP will be the prime determinant in exercising the option.

**b. Contractor Performance Assessment Report System (CPARS)** – The market place for information technology, engineering, and management support services is very competitive. As such, the successful offeror has a vested interest in the Government generated CPARS under this contract. Additionally, an evaluation using the CPARS format will be performed at the end of each year of performance. This evaluation will be one determinant in exercising an option. The Government for this procurement will address the quality of product or service, schedule, cost control, business relations, management, and other important areas. As this information may affect future source selections throughout DoD, and the continuation of the order, the annual Government assessment will be used appropriately as an additional performance oversight and communication tool with the QASP.

## 6. DOCUMENTATION

In addition to providing annual reports to the Contracting Officer, the TOM will maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government's performance of the quality assurance function. The TOM shall forward these records to the Contracting Officer at termination or completion of the Order.

## 7. SURVEILLANCE

The tables below set forth the performance ratings, standards, outcome and surveillance methods to document the results of the surveillance on an annual basis as well as interim and informal reviews (i.e., IPRs) on a more frequent basis.

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(a) **Performance Ratings:** The Government will evaluate the contractor's performance of the Performance Work Statement (PWS) and the Contracting Officer will assign one of the following ratings:

- (1) Satisfactory
- (2) Unsatisfactory

The standards associated with these ratings are given in the following Table 1:

**Table 1: Overall Performance Ratings**

Overall Performance Rating	Standard
Excellent	"Excellent" ratings for all performance evaluation criteria.
Satisfactory	A minimum of "Satisfactory" ratings for all performance evaluation criteria.
Unsatisfactory	A rating of "Unsatisfactory" for one or more performance evaluation criteria.

(b) **Objectives/Determination**

1. Interim/Informal

Interim/Informal performance evaluations will be provided to assess performance at each In-Process Review.

2. Annual

The PCO will make a performance determination at the end of each evaluation period. The determination will be based upon the TOM's recommendations, the contractor's comments, including any Self-Evaluation Report, and any other information deemed relevant by the PCO. The PCO shall resolve disagreements between the TOM's recommendations and the contractor's comments/report regarding the evaluation. The PCO's performance determination is unilateral and final. The PCO will document the determination and provide a copy to the contractor within 30 days of receipt of the contractor's self-assessment.

**Table 2: Objectives**

Assessment Period	Acceptable Performance Definition	How Measured	Outcome
Base	All measurement areas rated at least "Satisfactory"	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous xx months	(+) Meet the acceptable performance definition as condition for exercise of Option 1.*  (-) Does not meet the acceptable performance definition as a condition for exercise of Option 1.*
Option I	All measurement areas rated at least "Satisfactory"	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous xx months	(+) Meet the acceptable performance definition as condition for exercise of Option 2.*  (-) Does not meet the

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			acceptable performance definition as a condition for exercise of Option 2.*
Option II	All measurement areas rated at least “Satisfactory”  Two or more measurements rated as “Excellent”.	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous xx months	(+) Meet the acceptable performance definition as condition for exercise of Option 3.*  (-) Does not meet the acceptable performance definition as a condition for exercise of Option 3.*
Option III	All measurement areas rated at least “Satisfactory”  Two or more measurements rated as “Excellent”.	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous xx months	(+) Meet the acceptable performance definition as condition for exercise of Option 4.*  (-) Does not meet the acceptable performance definition as a condition for exercise of Option 4.
Option IV.	All measurement areas rated at least “Satisfactory”  Two or more measurements rated as “Excellent”.	Quarterly using the QASP evaluation ratings; annually using the QASP system covering the previous xx months	Final CPARS Rating

\*The Government will not exercise the next option year term unless the contractor meetings the acceptable performance definition.

(c) Performance Evaluation Criteria. The contractor’s performance will be evaluated using the criteria and standards provided for each objective and identified in Tables 3 through 5 of this contract clause.

(d) Organization. The performance evaluation organization consists of the PCO, who will serve as the Determining Official, and the TOM. In some instances, a TPOC will be assigned to the task order in addition to the TOM.

(e) This performance evaluation does not replace any other requirement for evaluating contractor performance that may be required by this task order such as a Contractor Performance Assessment Reporting System (CPARS) report, or a Task Order Performance Evaluation (TOPE) Report.

**Table 3: Task Performance Evaluation Criteria and Standards**

Criterion	Unsatisfactory	Satisfactory	Excellent
Task Performance	Work product fails to meet Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table (4).	Work product routinely meets Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table 4.	Work product frequently exceeds Acceptable Quality Levels (AQLs) defined in Performance

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			Requirements Summary Table 4.
Staffing	Contractor provides marginally qualified or unqualified personnel. Lapses in coverage occur regularly.	Contractor provides qualified personnel. Lapses in coverage may occasionally occur and are managed per individual task order policy.	Contractor provides highly qualified personnel. Contractor reassigns personnel to ensure proper coverage. Actual lapses in coverage occur very rarely, if ever, and are managed per task order policy. Contractor ensures staff training remains current.
Timeliness	Contractor frequently misses deadlines, schedules, or is slow to respond to government requests or is non-responsive to government requests.	Contractor routinely meets deadlines, schedules, and responds quickly to government requests.	Contractor always meets deadlines, schedules, and responds immediately to government requests.
Customer Satisfaction	Fails to meet customer expectations.	Meets customer expectations.	Exceeds customer expectations to the benefit of the overall tasking.

**Table 4: Performance Requirements Summary Table**

PWS Task Area	Performance Objective	Performance Standard	Acceptable Quality Level	Quality Surveillance Plan Typical Monitoring Methods
4.1	Schedule			
4.1.1	Schedule and conduct a contract kick-off meeting	Meeting conducted DOA + 10 days	One time	Date of meeting
4.1.2	Deliver and maintain an integrated project schedule; include resource loaded tasks, durations, dependencies & deliverables	Schedule delivered monthly, includes all required data	Completed by due date and requires no more than two (2) review, comment, approval cycles	Government review, comment, and approval
4.2	Cost Reporting			
4.2.1	Compare planned versus actual contract cost expenditures	Cost reports due quarterly and are technically accurate	Data is 99% accurate, Cost overruns not to exceed 5% of planned costs during period of performance and not to exceed \$0 at end of period	Government review, comment, and approval

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4.2.2	Identify and outline potential problems and funding shortfalls	Reports due quarterly and clearly identify and qualify issues	100% of issues identified include comprehensive proposed corrective action	Government review, comment, and approval
4.3	Quality			
4.3.1	Prepare and provide a Quality Control Plan	Plan delivered DOA + 10 days	Completed by due date and is comprehensive and requires no more than two (2) review, comment, approval cycles	Government review, comment, and approval
4.4	Technical			
4.4.1	Support to Adaptive Planning			
4.4.1.1	AP Meeting Support	Minutes due weekly and are technically accurate, grammatically correct and contain all required data	Completed by due date and requires no more than two (2) review, comment, approval cycles	Government review, comment, and approval
4.4.1.2	AP Reports	Documents due weekly and are technically accurate, grammatically correct and contain all required data in hard copy and electronic format	Completed by due date and requires no more than two (2) review, comment, approval cycles	Government review, comment, and approval
4.4.1.3	AP Tool Status	Spreadsheet representations due monthly and are technically accurate, grammatically correct and contain all required data	Completed by due date and requires no more than two (2) review, comment, approval cycles	Government review, comment, and approval
4.4.2	Support to Modeling & Simulation			
4.4.2.1	M&S Meeting Support	Minutes due weekly and are technically accurate, grammatically correct and contain all required data	Completed by due date and requires no more than two (2) review, comment, approval cycles	Government review, comment, and approval
4.4.2.2	M&S Reports	Documents due weekly and are technically accurate, grammatically correct and contain all required data in hard copy and electronic format	Completed by due date and requires no more than two (2) review, comment, approval cycles	Government review, comment, and approval
4.4.2.3	M&S Tools Status	Spreadsheet representations due monthly and are technically accurate,	Completed by due date and requires no more than two (2) review, comment,	Government review, comment, and approval

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		grammatically correct and contain all required data	approval cycles	
4.4.3	Monthly Status Report	Status reports due monthly and are technically accurate	Completed by due date and 99% accurate	Government review, comment, and approval

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## SECTION I CONTRACT CLAUSES

### Reference 52.222.41 SERVICE CONTRACT ACT OF 1965 (NOV 2007)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 365 days of award or exercise of previous option; 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 5 years.

(End of clause)

#### 52.204-2 SECURITY REQUIREMENTS (AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

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## SECTION J LIST OF ATTACHMENTS

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Task Order Administration Plan