

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
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2. AMENDMENT/MODIFICATION NO. 14	3. EFFECTIVE DATE 26-Sep-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  
paulette.bowman@navy.mil 301-744-6663

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-FG12
			10B. DATED (SEE ITEM 13) 17-Dec-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)

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 43.103(a)(3) MUTUAL AGREEMENT

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) Steven Fredericks, Seaport-e BMO (McLean)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kay V Proctor, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Steven Fredericks (Signature of person authorized to sign)	15C. DATE SIGNED 26-Sep-2013	16B. UNITED STATES OF AMERICA BY /s/Kay V Proctor (Signature of Contracting Officer)	16C. DATE SIGNED 26-Sep-2013

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 1) Extend the Period of Performance. Accordingly, said Task Order is modified as follows:

1. Section F - DELIVERABLES OR PERFORMANCE: The period of performance for CLIN'S 4016 and 6016 is extended through 16 December 2014 and **can not** be extended any further .
2. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The total amount of funds obligated to the task is hereby increased from \$6,665,353.88 by \$0.00 to \$6,665,353.88.

The total value of the order is hereby increased from \$22,721,453.65 by \$0.00 to \$22,721,453.65.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----	---	-----	----	----	-----	-----	-----
4010	R425	DIRO Scientific and Technology Support. (TBD)	1.0	LO	\$	\$	\$5,248,562.00
401001	R425	Incremental Funding (OTHER)					
401002	R425	Incremental Funding (OTHER)					
401003	R425	Incremental Funding (OTHER)					
401004	R425	Incremental Funding (OTHER)					
401005	R425	Incremental Funding (OTHER)					
401006	R425	Incremental Funding (OTHER)					
401007	R425	Incremental Funding (OTHER)					
4012	R425	DIRO Scientific and Technology Support. (OTHER)	1.0	LO	\$	\$	\$37,479.00
401201	R425	Incremental Funding (OTHER)					
401202	R425	Incremental Funding (OTHER)					
4014	R425	DIRO Scientific and Technology Support. (TBD)	1.0	LO	\$	\$	\$113,652.00
401401	R425	Incremental Funding (TBD)					
4016	R425	DIRO Scientific and Technology Support. (TBD)	1.0	LO	\$	\$	\$16,322,960.00
401601	R425	Funding (OTHER)					

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401602 R425 Funding (OTHER)

4018	R425	DIRO Scientific and Technology Support. (TBD) Option	1.0	LO	\$	\$	\$5,763,455.00
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For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	----	----	-----
6010	R425	TOTAL ODC's NOT TO EXCEED \$235,207.88 FOR CLIN 4010. (TBD)	1.0	LO	\$235,207.88
601001	R425	Incremental Funding (OTHER)			
601002	R425	Incremental Funding (OTHER)			
601003	R425	Incremental Funding (OTHER)			
601004	R425	Incremental Funding (OTHER)			
601005	R425	Incremental Funding (OTHER)			
6012	R425	TOTAL ODC's NOT TO EXCEED \$244,608 FOR CLIN 4012. (OTHER)	1.0	LO	\$7,521.00
601201	R425	Incremental Funding (OTHER)			
601202	R425	Incremental Funding (OTHER)			
6014	R425	TOTAL ODC's NOT TO EXCEED \$12,932 FOR CLIN 4014. (TBD)	1.0	LO	\$12,932.00
601401	R425	Incremental Funding (TBD)			
601402	R425				
6016	R425	TOTAL ODC's NOT TO EXCEED \$743,139.77 FOR CLIN 4016. (TBD)	1.0	LO	\$743,139.77

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601601 R425 Funding (OTHER)

601602 R425 Funding (OTHER)

6018 R425 TOTAL ODC's NOT 1.0 LO \$275,159.63  
TO EXCEED  
\$275,151 FOR CLIN  
4018. (TBD)  
Option

### **CONTRACTING OFFICER REPRESENTATIVE (COR)**

a) The Contracting Officer Representative for this task order is:

Name: Dawn Tolson

Address: 4072 North Jackson Road Ste 132

Indian Head, MD 20640-5115

[dawn.tolson@navy.mil](mailto:dawn.tolson@navy.mil)

301-744-4469

(b) The Alternate COR for this contract is:

(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 direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the COR requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the COR named above is absent due to leave, illness or official business, all responsibility and functions assigned to the COR will be the responsibility of the alternate COR.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### **PERFORMANCE-BASED STATEMENT OF WORK FOR PROFESSIONAL SUPPORT SERVICES FOR THE OFFICE OF THE DIRECTOR (DIRO) DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)**

#### **1.0 GENERAL**

##### **1.1 Introduction**

The Indian Head Division, Naval Surface Warfare Center, Indian Head, Maryland (IHD/NSWC) has been tasked to provide professional support services for The Defense Advanced Research Projects Agency (DARPA) Office of the Director (DIRO) and his staff which includes the Director, his Deputy; Chief of Staff; Legal Sciences (general counsel); Human Resources; External and Congressional Relations; Operational and Command Liaisons; Special Advisory Groups; Red Team(s); and Special Assistants for International, Technology Transition, Intelligence, Space, Special Projects, and Special Operations Command Liaison.

The Defense Advanced Research Projects Agency (DARPA) is the central high- technology research and development organization for the Department of Defense (DoD) <http://www.darpa.mil/leaving.asp?url=http://www.defenselink.mil>>. DARPA's mission is to maintain the technological superiority of the U.S. military and prevent technological surprise from harming our national security by sponsoring revolutionary through high-payoff research that bridges the gap between fundamental discoveries and their military use. The DARPA Director provides the overall organizational direction and management of DARPA research and technology pursuits where risk and payoff are both very high and success can provide new warfighter paradigms and dramatic game changing advances for traditional military roles and missions.

The DARPA Director provides the direction, focus, and oversight of the many diverse technology research efforts and projects, the DARPA staff and the daily operations. He provides the leadership that spans the breadth of the Department of Defense (DoD) Research interests. The tasks supporting the Director's Office require the Contractor to create plans and implementation strategies for a variety of tasks associated with a premier research organization, and coordinate efforts with DARPA's Technology and Administrative Offices, and external U.S. and foreign government, private, and industrial organizations. DIRO requires scientific, engineering, technical and administrative (SETA) support for the management and execution of the DARPA mission. DIRO requires the services of highly competent technical and analytic support staff to provide business, logistics, administrative, public affairs, communications, media relations, congressional, international, U.S. national security, and a broad breadth of technical multidiscipline demonstrated experience. These individuals must be able to communicate easily and effectively with a wide variety of individuals in both the written and verbal arenas and possess competent information technology skills in Microsoft Office applications. Technical support is sought for proactive scientific and engineering assistance with a focus on identifying new opportunities for DARPA innovative research areas of emphasis in DARPA's charter and strategic plan. In addition, DIRO will require the temporary support of technical/subject matter experts (SME) and consultants, who demonstrate the ability to grasp complex concepts, conduct strategic planning, perform analysis, and manage research and technology applications of considerable scope and complexity.

##### **1.2 Scope**

This Statement of Work (SOW) describes efforts in which scientific, analytical, research, engineering, technical, public affairs, communications, congressional and administrative assistance is required by the Director's Office (DIRO) of the Defense Advanced Research Projects Agency (DARPA).

While teaming is not required under this contract, it is highly encouraged to provide the most highly qualified and the best capability in the performance of the task requirements. The contractor(s) supporting this effort must possess a broad range of capabilities and resources. Desired capabilities include highly competent technical and analytical skills, administrative and logistic support, an

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understanding of the congressional and legislative process, program management skills, an understanding of public affairs and strategic communications, media relations, system and technology trade-off analysis capabilities, an understanding of legal research and patent rights management, an understanding of human resources management, and media/production capabilities. Additionally, to maximize the benefit to the Government, the contractor(s) must be able to interact knowledgeably and easily with appropriate senior-level Government personnel and other contractors.

Contractor(s) will be required to support programs, projects and/or initiatives at various stages of the transition and transformation process. All on site personnel will be required to have a minimum of a Secret security clearance. The requirement for security clearances for off site personnel will be driven by the security requirements of the tasking they are performing. For classified efforts the candidate must possess a current Top Secret Clearance with current SCI eligibility. Contractor personnel that have access to identifiable personal data will be required to sign a Privacy Act Certificate.

DARPA functional areas:

- The Director oversees all the technical aspects of DARPA's technology initiatives as well as the management of the agency. DARPA is currently focused on nine technology thrusts that are dynamic and could change or be added to as quickly as the global environment changes driven by world events at the tactical, strategic, and national level.
- The Deputy Director and Chief of Staff functions as an extension of the Director providing expert advice and support in all aspects of the agency. They provide insight, analysis, and recommendations regarding projects, research, strategies, the DARPA staff, and daily operations and expert support spanning the breadth of the organization's research thrust and mission within the Department of Defense. They assume duties as delegated by the Director and require technical, Subject Matter Experts (SME) and executive administrative support.
- The Legal Sciences Office (LSO) provides legal advice to ensure agency compliance with applicable laws and regulations. Attorneys in the LSO advise the DARPA Director and staff in many areas of the law including acquisition, ethics, intellectual property, international projects, post employment and other areas of responsibility. The LSO group applies their legal research and fact-finding techniques to prepare assigned reports, projects, etc. LSO personnel brief management on study findings and provide recommendations through various medium such as Legal Opinions, briefings, and slide presentations. LSO develops and maintains computer-based training that includes registration for tracking DARPA staff completion of mandatory training modules. LSO is also involved in litigation issues requiring filing of pleadings and responding to document requests. The Special Assistant for Technology Transition (SA/TT) directs the overall DARPA Technology Transition efforts and with the DARPA Operational Liaisons provides plans and implementation strategies to transition DARPA projects and technologies to the Military Services, Industry, and other organizations. Additionally, the SA/TT provides program management of DARPA's Service Chiefs' Intern Program (SCIP). The SCIP program brings promising military personnel to DARPA for three months and immerses them in DARPA's research and technology thrusts.
- The External Relations group handles all aspects of public affairs and strategic communications, providing interface, response, and access to information about DARPA for media, the general public, Congress, other DoD and Federal agencies, current and former DARPA staff, and other external and internal audiences. Additionally, the External Affairs personnel review all requests for public release of information including Freedom of Information Act (FOIA) requests. In the execution of the FOIA and related executive orders, the External Affairs group analyzes FOIA requests to determine if the information may be released, which requires the application of statutes, case law, U.S./DoD /DARPA regulations, policies and procedures, regarding public requests for unclassified, classified and export-controlled information. This group interfaces with congressional leaders and their staff, media

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organizations, individual and private/commercial organizations and other entities seeking a full gamut of information regarding DARPA, its research and accomplishments. They advise the Director & his staff regarding all matters related to public information. This group is also responsible for development and production of content covering a variety of formats including but not limited to electronic, multimedia and print, and delivery of such content to multiple internal and external audiences through various means such as electronic, print and web, including the development of products in a variety of formats including multimedia such as audio and video podcasts.

- The Human Resources Department manages all personnel (civilian and military) functions/ processes for the agency consisting of approximately 220 Federal Government employees. These functions include hiring, billet and manpower allocations, civilian pay and benefits administration, performance evaluation processes, retirement, and all personnel management actions. DARPA personnel are hired using Civil Service career or term appointments under the National Security Personnel System and the Senior Executive Service, uniformed services; DARPA's direct hiring authority for recruitment of eminent experts in science or engineering for research and development; Senior-Level and Scientific/Professional Positions; and both Federal and Non-Federal Intergovernmental Personnel Act Assignments. The Human Resource group works with DARPA's Technical Offices to market and recruit top scientist, engineers and technical experts for Program Manager Positions.
- The Special Assistant for International Support Activities (ISA) advises the DARPA Director concerning international cooperation policy, programs, and activities and acts as the DARPA liaison to DoD Components, other government agencies, foreign governments, foreign embassies in the U.S. and U.S. embassies in foreign countries. Performs as the subject matter expert regarding all Statutes, DoD Directives, OSD policies, and related processes necessary for DARPA to successfully engage in joint projects and activities with non-U.S. Entities. Assists DARPA international negotiation team leaders and conducts negotiations with foreign government entities. Develops and maintains an International Guide Book to assist DARPA employees and support contractor personnel in the development, coordination, execution, and reporting of international agreements and contract and assistance instruments. (Classified)
- The Special Assistant for Space leads the DARPA Virtual Space Office and establishes positive relations with DARPA's space S&T mission partners, customers and external organizations affecting DARPA space S&T. The assistant represents the Director in DoD and Intelligence Community(IC) Executive Unclassified/SAP/SAR Fora. He/she advises the DARPA Director on technology proposals and the impact regarding outside agencies associated with DARPA (e.g., Air Force Space Command (AFSPC), Space and Missile Systems Center (SMC), Headquarters Air Force (HQ/AF), Office of the Under Secretary of Defense Acquisition Technology and Logistics (OUSD/AT&L), Office of the Under Secretary of Defense/Intelligence (OUSD/I), Office of the Under Secretary of Defense, Networks and Information Integration (OASD/NII), National Security Space Office (NSSO), National Reconnaissance Office (NRO), United States Strategic Command (USSTRATCOM), etc)). He conducts independent technical analysis and studies of space related issues and prepares reports for the DARPA Director and the senior management of the appropriate mission partners/ customers. The Space office develops and negotiates space related DARPA Director Memoranda of Agreement (MOA) with other Agencies regarding relationships, space projects and technology transition. The office personnel provide centralized space launch expertise and support to the Director and the Technical Offices. The Assistant develops DARPA space related viewpoints for the Interagency regarding DoD and National space policy development, planning and strategies. Included are activities of the SecAF as the DoD Executive Agent for Space(EA/Space) and space related activities of OSD(e.g., POM and Budget issues, Congressionally Directed Reports, executing Presidential Direction, etc). The assistant provides technical expertise and analysis and engages with the elements of the DoD, the Air Force in its role as the primary provider of DoD space capabilities, the Executive Office of the President and the Intelligence community regarding the technical aspects of

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policy development and programming activities affecting DARPA. (Classified)

- Red Team and Independent Readiness Review efforts provide DARPA with an independent knowledgeable and trusted team of experts who provide expert scientific and technical research/insight, identify challenges and weaknesses, and statically data assessments and assess technology maturity and vulnerabilities. The group conducts ongoing/long-term, counter-point objective analysis of program requirements, and develops plans and approaches. Senior Advisory Group multidiscipline subject matter experts advise and provide recommendations to the Director and senior management. The group analyzes and reports on technical advances; provides assistance in strategic planning; identifies/conducts military needs analysis, analyzes new technical thrusts by industry, university, and Government laboratories; and advises the Director regarding the appropriateness of technology efforts for DARPA research and innovation pursuit. They track office studies and analyses under development to identify new programmatic opportunities; assist in conducting strategic planning based on emerging technical opportunities, emerging military needs, relevant legislation, DoD guidance, DoD science and technology thrusts, and DoD advanced technology demonstration priorities; and recommend a roadmap as well as an assessment of their military utility.
- Special Operations Command (SOCOM) Liaison provides a link between SOCOM requirements and DARPA research facilitating the exchange of technology ideas, breakthroughs and pursuits, and military needs and challenges. The liaison is responsible for monitoring the needs analyses conducted by SOCOM, DoD Services and national agencies. The liaison provides advice regarding technology application to potentially address military needs/shortfalls.
- “Tiger team” is a group of experts who conduct rapid turnaround reviews/audits of program status/well being. These impartial reviews may include: conducting test readiness and technical assessments, verification of performance claims, confirmation of schedule and milestone progress, substantiation of financial standing and contracting practices, evaluation of performer’s ability to achieve current and/or future phase objectives, traveling to performer and government locations, and reporting results. Tiger Team reviews are typically short term highly specialized efforts.
- Special Studies/Programs, Conferences/Symposiums and Events/Challenges have been an integral part of DARPA’s efforts to advance technology, identify potential Program Managers, promote interest in critical fields of science and increase awareness in technological advances. Special studies and other activities address issues to identify maturing relevant technologies, determine the appropriate application and analyze the feasibility of integrating these technologies into advanced military systems or subsystems and accomplish other agency goals. Tracks office studies and analyses under development to identify new programmatic opportunities.

The contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government nor perform any inherently governmental functions. The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contracted services. At all times, contractor personnel shall wear appropriate identification (in accordance with DARPA instructions and policies) identifying themselves as contractor personnel. At all meetings, conferences, or sessions with Government personnel, contractor personnel shall clearly identify their status as a contractor employee. All reports required as deliverables under this contract are the property of the U.S. Government.

## 2.0 REQUIREMENTS

The contractor shall provide personnel who have the necessary skills and expertise to accomplish their assigned functions and ensure performance is maintained for all tasks. The contractor shall use effective benchmarks measuring actual performance against quantifiable goals to report on their quality of service. The contractor shall provide orientation and continuous training for all new and existing personnel employed in support of this effort to ensure that services provided are efficient and seamless. Training will cover the latest processes, procedures, policies, applications and tools employed at DARPA.

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The Contractor shall be familiar with the Microsoft software applications, MS FrontPage 2003, Adobe Photoshop CS, Full Version, Adobe Illustrator CS v. 11, Full Version, Adobe Acrobat 7.0, Standard Version, Adobe Dream Weaver 8.0, TRIM, FOIAXpress, GQL, and MOMENTUM and MONITOR software applications.

It is anticipated that a majority of the contractor personnel will be physically located on-site within the DARPA complex. All on-site personnel will be required to have a minimum of a Secret security clearance. For classified efforts, the candidate must possess a current Top Secret Clearance with current SCI eligibility. For on-site individuals, office space, information technology and furnishings shall be provided by DARPA. All Contractor travel associated with this task shall follow the guidelines established in the Government Joint Travel Regulations. All tasks, products and material must comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) Section 508. The statute requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, Federal employees and the public in general with disabilities have access to and use of information and data that is comparable to the access and use by individuals without disabilities, unless an undue burden would be imposed on the agency.

## **2.1 CLIN 4000 – DIRO ADMINISTRATIVE AND TECHNICAL SUPPORT**

The Defense Advanced Research Project Agency (DARPA) seeks to obtain professional services support for the Director's Office (DIRO) to provide management and coordination of daily logistics and scheduling/planning activities, correspondence to outside organizations, set up and coordinate CONUS/OCONUS travel for Government and non-Government personnel in accordance with the Joint Travel Regulations, facilitate communications with other DARPA offices, provide database development and maintenance, business and other general administrative and professional office support, and research tasks as required. The Contractor shall coordinate efforts between and among the various DARPA groups/offices to accomplish or facilitate assigned tasks. The Contractor shall monitor progress and maintain appropriate records. To effectively accomplish the required tasks, personnel must be flexible, understand DARPA business operations, agency information management systems and the program support requirements, and have excellent communication skills. The Contractor support staff shall be knowledgeable of DARPA's Distribution Statement A Request (DISTAR) application for use in processing and obtaining authorization to public release for DARPA information, presentation material, etc. The Contractor must also be knowledgeable and proficient in the use of the Defense Travel System (DTS). For classified efforts, contractor support personnel must possess a current Top Secret Clearance with current SCI eligibility.

### **2.1.1 RESEARCH AND VERIFICATION SUPPORT**

The Contractor shall assist in drafting strategic and technical plans and conducting research and risk analysis/assessment. The Contractor shall provide research expertise for risk, benefit and transition analysis; program assessment; and military utility application.

The Contractor shall perform research and information and reference gathering on assigned topics to include information found in the public domain such as on the internet, in technical journals and professional printed material, as well as in DoD Instructions and Regulations, General Accounting Office (GAO) findings, statutory requirements, human resource files, agency information systems, files and other information held by DARPA technical and administrative offices, and legal case files.

Additionally, the Contractor shall analyze both DARPA generated and external obtained information regarding DARPA's rights/permission to use/quote information in a public venue or release to persons or agencies external to DARPA. The Contractor shall advise DARPA staff regarding the policies that govern the release and or the use of information including the determination if information may be released outside the DoD and/or DARPA in accordance with governing statutes, policies, and directives for the public release, use, and export-control of information.

The Contractor shall draft, provide technical input, and review a variety of actions, reports, and documentation for completeness. This task may include the research and verification of information and preparation of executive level reports. These documents relate to functions such as employment, legal actions, security and other items that fall under the purview of the DIRO staff. In performance of these tasks, the contractor should be knowledgeable of hiring authorities, patent processing, and security procedures.

### **2.1.2 DOCUMENTATION and WEB SITE SUPPORT**

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The Contractor shall organize, track, and ensure the quality of all written correspondence. The Contractor shall designate a lead correspondence control individual and backups who are adept in the use of proper grammar, editing without changing author intent, and well versed in standards for proper structure, format, salutations and closings for various types of written material including letters, memos, speeches, presentations, formal documentation and reports. The Contractor shall also prepare draft responses, reports, or information papers; perform preliminary edits of written material for external release; assist with the preparation of Congressional Reports, After Action Reviews and Lessons Learned; and prepare trip reports, and reports for and responses to Congress or other external agency inquiries, as directed.

The Contractor shall provide assistance in writing responses, documents, and reports; and compiling information on DARPA programs to include developing the strategic plan and testimony for delivery to Congress. Contractor personnel shall organize and integrate a prolific amount of information about DARPA's current research efforts and policies into concise coherent packages/presentations. Among these tasks are the preparation of a variety of advance information and planning packages for incoming staff, including Interns, Liaisons, Fellows, Program Managers, etc. The Contractor will draft information package materials relying on information provided by DARPA personnel and gleaned from DARPA Regulations and Instructions. The Contractor shall edit, update and reorganize the packages as necessary. Some of the material will focus on DARPA Research Areas while other sections will focus on processes, guidelines and instructions. The Contractor is responsible for preparing and distributing multiple copies of the approved package.

The Contractor shall manage all requests for information, general correspondence, suspense documents, briefing charts, reports, submissions and forms based on the particular office being supported. As designated by the client, the Contractor shall draft/recommend responses for general and routine inquiries and requests for information based on searches of DARPA and external information, and distribute, track and schedule items requiring action. The Contractor shall ensure accountability, receipt, review and responses for the hundreds of documents handled by the DIRO staff annually. These efforts may include documenting, cataloging and storing legal opinions, media articles and broadcasts, Congressional inquiries and responses, documents requested and provided under the Freedom of Information Act (FOIA), images, multimedia files and slide, public release and media requests, and memoranda of agreement or understanding. The Contractor must ensure that all material is filed and easily retrievable.

The Contractor shall maintain and update a list of contacts and directories for active and alumni DARPA personnel and Military Service, Industry, Academia, Research Organizations, media, and other government Agency Partners and point of contacts (POCs), as appropriate, for the functional area being supported. Provide progress reports and program briefing material or other products, as required.

The Contractor shall prepare annual and/or quarterly reports for the DARPA Director's Office that document the activities/accomplishments and lessons learned in support of various programs and events, such as the Service Chief's Intern Program (SCIP), Operational Liaisons, fellowships, workshops, international meetings, symposia, etc.

The Contractor shall develop, maintain and update the DARPA website providing innovative tools and applications to facilitate currency and content development, including multimedia content. As required, launch other websites that support DARPA special events and activities that may include symposia, workshops and off-site meetings. The Contractor shall provide expert and technical support to include developing, enhancing and updating the DARPA website, web pages, SharePoint, Facebook or other sites.

### **2.1.3 KNOWLEDGE MANAGEMENT SUPPORT**

The Contractor shall design, maintain and monitor a variety of data collection tools, including automated data bases to assist in recording and documenting information, events and accomplishments on behalf of DIRO. The various spreadsheets produced by these databases are used as management tools, for historical documentation of accomplishments, transaction, and transitions, resource planning and justification, recording decisions or findings, tracking research/program progress, and documenting internal/external agreements. Examples of some of these data collection tools would relate to pending actions; patent rights, invention disclosures, confirmatory licenses, and other patent related information; Memorandum of Agreements/Memorandum of Understandings (MOAs/MOUs); International Agreements; technology

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transitions; DARPA approved programs; Wide Area Work Flow documentation; seedling and technology focus; public release requests, program manager interest areas; FOIA requests, and media inquiries, responses, articles and multimedia products.

The Contractor shall prepare, track, and analyze strategic planning, focus research areas; provide assistance to program managers for evaluating innovative ideas; provide assistance with source selection processes and evaluating the progress and accomplishments of research areas; and prepare results for decision makers in the continuation of a particular research area. This support applies to small business research, emerging technologies and proof of concept. The contractor shall be aware of DARPA's current business practices. The contractor shall develop, review, and keep track of all program documentation for completeness and consistency with the program goals and broader program objectives. The Contractor shall create, maintain and archive pertinent program documentation in the required computer applications environment including, but not limited to, solicitations and their evaluations, briefings, award instruments, and deliverables. In addition, this may include creating and maintaining bibliographic and abstract databases, and technical documentation libraries.

The Contractor shall provide the necessary electronic system, documentation, and support for tracking DARPA procurement/solicitation activities. The contractor shall have a current understanding of the Government and DARPA scientific review processes and required documentation.

The Contractor shall gather information and assist in preparing program approval documents and contract specific financial execution documentation such as ARPA Orders (AOs)/Program Guidance(s) (PGs), Military Interdepartmental Purchase Requests (MIPRs), including all appropriate justification and approval documents.

The Contractor shall perform periodic spot checks to ensure accuracy and completeness of the spreadsheet, database, records and/or application. Depending on the position, these may include human resource data bases, small business, iEdison, mandatory training, or annual reports submission (such as Financial Disclosures, DIRO Security Clearance, etc.).

As required, the Contractor shall provide timely data entry into a variety of databases appropriate for the assigned office, such as time and attendance, financial, contract and accounting documentation, legal patent reporting, invention disclosure, Intellectual Property, Freedom of Information Act, media request, etc.

The Contractor shall be responsible for document storage and retrieval. The Contractor shall organize, maintain and appropriately archive DARPA current and historical records and program and agency information to include a library of correspondence, program information, public and released information, briefing material, technical journals, case files, regulations, legal and agency decisions, guidelines and instructions, and reports.

#### **2.1.4 MEETING AND CONFERENCE SUPPORT**

The Contractor shall provide planning, logistics, agenda preparation, production, and ancillary support for offsite meetings, conferences, workshops, and symposia. The contractor shall assist in facilitating DARPA Technology demonstrations, informational exchanges, and congressional presentations/events.

The Contractor shall assist in preparing program briefings/presentations and various program documentation. The Contractor shall also arrange all logistical/equipment requirements (equipment and applications are to be tested to ensure smooth presentation for all of the Director's engagements) in advance of each meeting.

The Contractor shall research and organize read-ahead materials for meetings; prepare any required briefings slides/presentation material, speeches, reports and/or draft correspondence; secure meeting space and associated meeting support equipment; and coordinate security clearances, as deemed necessary.

The Contractor shall assist with the implementation of the Technical Office's Program Reviews by the DARPA Director. The Contractor shall attend meetings and/or events as directed and provide feedback.

#### **2.1.5 PLANNING AND EXECUTIVE ADMINISTRATIVE SUPPORT**

The Contractor shall serve as the primary focal point for managing the logistics and scheduling activities for the

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DARPA Director and his staff. Responsibilities include, but are not limited to: managing and maintaining the complex calendars and schedules of DIRO senior personnel, and orchestrating changes to the calendar, as required, that may include scheduling meetings with senior government dignitaries, congressional staffers, industry and academia personnel, Pentagon officials, senior executives, etc. The Contractor shall manage/attend the telephones, faxes, and messages (including determining the appropriate personnel to handle requests); greeting and escorting visitors; and meeting coordination and logistics.

The Contractor shall perform administrative and logistic tasks in support of U.S. and international travel by DIRO staff. In execution of this tasking the contractor should be knowledgeable and proficient in the use of the Defense Travel System (DTS). The Contractor shall be responsible for all travel and logistical arrangements. In the instance of foreign travel, the Contractor shall prepare country clearances; official DoD travel orders; travel itineraries/agendas; in-country logistics; flight, hotel and rental car reservations; travel vouchers/ travel claim submittals; and draft reports and thank you correspondence. The Contractor shall establish host country points of contact to include embassy financial administrators and overall logistical support.

The Contractor shall prepare, track, forecast, and analyze financial data to ensure consistency with approved plans, smooth progression of research, program effectiveness, continuity of successful efforts, and timely evaluation of execution benchmarks.

As directed, the Contractor shall review DARPA processes and procedures, consult with the DARPA staff, and make recommendations for streamlining and process improvement. Once approved the Contractor shall implement these changes.

## **2.2 CLIN 4010- DIRO SCIENTIFIC AND TECHNOLOGY SUPPORT**

The Defense Advanced Research Project Agency (DARPA) seeks to obtain professional support services for the Director's Office (DIRO) in developing, assessing and characterizing ideas for new programs at DARPA and evaluating current and ongoing DARPA programs. Support shall include performing research, conducting studies and analyses, performing technical and analytical support, and providing expert technical expertise for classified and unclassified programs and functional areas such as space, international programs, special studies, and advisory groups. The Contractor shall monitor progress and maintain appropriate records. The Contractor shall provide weekly, monthly or quarterly reports, as required, dependent on the dynamics of the functional area being supported.

The Contractor support staff shall be knowledgeable of DARPA's Distribution Statement A Request (DISTAR) application for use in processing and obtaining authorization for public release for DARPA information, presentation material, etc. The Contractor shall be knowledgeable and proficient in the use of the Defense Travel System (DTS). For classified efforts the candidate must possess a current Top Secret Clearance with current SCI eligibility. Technical candidates must have excellent verbal and written communication skills.

### **2.2.1 ANALYSIS and STUDIES SUPPORT**

The Contractor shall obtain, analyze, and organize DARPA project information from DARPA Program Managers and Technical Offices for approximately 400 DARPA projects. The Contractor shall support and maintain technical familiarity with all DARPA demonstrations, special events and maintain a comprehensive database of past, current and future events.

The Contractor shall perform research to identify emerging technologies, innovations, discoveries and technology transition and application opportunities. Research will glean information from the internet, technical journals/papers, resident experts, program managers, both government and non-government experts, and specialists.

The technical support may require the Contractor to conduct independent technical analysis including financial and risk assessment to provide technical advice to DIRO regarding DARPA programs and related activities.

The Contractor shall provide feasibility assessments of new technologies to develop system concepts and justifications for new program(s). Tasks may include assisting DARPA personnel in developing program definition, evaluating contractor and program accomplishments, and developing risk reduction and transition strategies.

The Contractor shall assess proposed technical ideas, system applications and concepts, technical and performance

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program characterization, and related documentation for program formulation.

The Contractor shall assist in identifying and refining military requirements to focus development on new technologies, systems, and/or upgrades for existing systems, including formulation of concepts of operation and coordination with appropriate military commands. The Contractor shall develop and prepare documentation to support the identification, collection, and analysis of information and ideas for new concept development.

The Contractor shall perform analyses to estimate the benefits of new technology program ideas that will accrue to the military user and identify ancillary commercial sector impacts. These analyses shall address affordability, performance improvements, and operational effectiveness to be used to solicit the support of the applicable military service.

The Contractor shall provide technical input to formulate and mature technologies and their application. The Contractor shall coordinate with the appropriate Military points of contact and contractors to develop preliminary program plans including objectives, implementation and acquisition strategies, budgets, milestones, schedules and transition opportunities for newly proposed DARPA programs.

Contractor shall document and facilitate technology transition efforts and agreements between DARPA and other organizations. The Contractor shall assist in developing Memoranda of Agreement (MOA), Memoranda of Understanding (MOU), Technology Transition Agreements (TTA) and other documentation that will aid in the transition of DARPA technology. The Contractor shall assist in developing and negotiating the technical aspects and criteria necessary to support these agreement(s) between DARPA, the military services, industry, and other agencies or organizations that may include non-U.S. entities.

The Contractor shall evaluate the impact and technology risks associated with DARPA science and technology cooperative activities.

The Contractor shall evaluate and assess the progress and performance of contractor and government performer activities for selected DARPA programs.

### **2.2.3 TECHNICAL AND POLICY ADVISORY**

The Contractor shall provide technical expertise, analysis, and advice on technical and programmatic DoD activities (e.g., policy development, planning, strategies, assessments, Program Objective Memorandum and Budget issues, Congressional Reports etc.) that may impact DARPA. The Contractor shall attend meetings providing expertise as well as participating in the resolution of issues that impact DARPA. The DoD activities may include meetings, demonstrations and/or workshops conducted by the Executive Office of the President, National Security Space Office (NSSO), AFSPC, SMC, HQ/AF, OUSD/AT&L, OUSD/I, OUSD/P, OASD/NII, USSTRATCOM, and other organizations and agencies.

The Contractor shall have familiarity with all statutes, DoD Directives, OSD policies, and related processes necessary for DARPA to successfully engage in joint projects and activities with U.S. and non-U.S. government entities. The Contractor shall develop material and maintain a user-friendly intranet website that maintains all required data and records to sustain compliance.

The Contractor shall develop and maintain applicable DARPA Instructions and procedures guides that detail the information and processes necessary for DARPA to enter into joint activities with non-U.S. government entities.

The Contractor shall establish and maintain a network of contacts with major users, stakeholders, military partners, the scientific community, university, industry, and non-profit organizations.

### **2.2.4 SPECIALIZED SCIENTIFIC AND TECHNICAL SUPPORT**

The Contractor shall provide technical support for classified and unclassified programs and functional areas, such as space, international programs, special studies, or advisory groups.

The Contractor shall assist and conduct independent technical studies and analyses, as assigned. The Contractor shall organize and provide, on an ad-hoc basis, a pool of experts, technical senior advisors and consultants, which

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may be identified by DARPA and/or the Contractor, to perform special studies and assessments for topics such as transition, technology application, systems and technology application/improvement, concepts of operation, sustainment processes and user training, military service needs/challenges and potential solutions, etc. Advisory groups meet quarterly with additional interim sub-committee meetings on an as needed basis.

## **2.2.5 TECHNICAL BRIEFING SUPPORT**

The Contractor shall prepare unclassified and classified briefings, multimedia presentations, documentation and/or articles and other graphics-based projects to support briefings and presentations to senior decision makers within DARPA as well as the services, industry, and other external organization/technology partners. The Contractor shall provide production capabilities, technical articles/news releases, and expertise to support the currency of the DARPA Internet, Intranet, SharePoint, and other sites. The Contractor shall also design and maintain a comprehensive tracking and storage system of classified and unclassified DARPA briefings to ensure the historical accuracy of past briefings plus the necessary accountability, receipt and review.

The Contractor shall attend meetings, conferences and briefings in support of DARPA, as necessary. The Contractor shall summarize meeting notes and provide debriefs as requested. The Contractor shall field technical questions, draft press releases, provide technical information, responses, reports, and/or develop articles in response to inquiries from a variety of sources to include Congress, the media, OSD, OMB, and other government and non- government organizations. The Contractor shall advise DARPA staff regarding the policies that govern the release of information. This includes determining, according to statute, DOD policy, and guidelines for public release and export-control, if information may be released outside the DoD, and/or outside of DARPA. Policy pertaining to the release of classified, unclassified and/or proprietary information will be covered.

## **2.2.6 ANCILLARY EXECUTIVE ADMINISTRATIVE SUPPORT**

The Contractor shall schedule, prepare, manage, and facilitate DARPA-sponsored conferences, workshops, offsite, symposia, briefings and technical meetings at both on- and off- site venues. The Contractor shall provide technical and ancillary administrative support to include managing calendar and schedule activities; communicating by telephone, e-mail and other forms of communication; and responding to inquiries from a variety of sources including Congress and private citizens. The Contractor shall facilitate appointments, provide read ahead material, agendas, logistical support, manage all aspects of travel, and obtain security clearance documentation, and perform other duties as assigned.

## **2.3 CLIN 4020 TECHNOLOGY TRANSITION AND STRATEGIC SUPPORT**

The Defense Advanced Research Project Agency (DARPA) seeks to obtain professional support services to the Director's Office (DIRO) to assist with technology transition and strategic support for current and ongoing DARPA programs. Support shall include providing technology application support, conducting specialized studies, providing strategic analysis, and technical documentation and briefing support. The Contractor shall have reach-back and/or inherent contractual capability to provide for rapid ad-hoc, short-term support and analysis in various areas of expertise such as: financial management, federal contracts, media and/or public affairs, personnel resource management, space, international agreements/interfaces and multi-media briefing , graphics and production support. The contractor must possess broad multidiscipline technical knowledge and be familiar with the technical experts in the scientific and technology fields aligned with DARPA's research interests, science and technology efforts, technology advances/application, and concerns regarding technology threats within the U.S. and abroad. The contractor must be able to portray complex concepts in a clear understandable manner.

### **2.3.1 TECHNOLOGY APPLICATION SUPPORT**

The Contractor shall provide information to ensure that DARPA Senior staff and Program Managers are aware of DoD operational challenges, capability gaps, current and future concepts of operations. The Contractor shall assist in determining the application of technologies to address operational challenges of military operations to include program planning, development and execution. The contractor technical staff shall interface with government agents; monitor contractor performance; support meetings; track contract deliverables, budgets, and expenditures; and monitor the master schedules.

The Contractor shall facilitate visits by the DARPA Director and staff to specific Service, Combatant Command, and

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DoD organization personnel for the purpose of sharing information and collaborating on DARPA research and technology advancement to find and implement solutions to the challenges the Services, Combatant Commands or other DoD organizations face. The Contractor shall assist in identifying relevant operational program concepts and potential approaches to research development, integration, and program demonstration.

The Contractor shall provide technical advice and recommendations to the DARPA Director, and DIRO staff, Office Directors and Program Managers (PMs) on emerging military warfare and operational security challenges, as well as potential application of DARPA technology; and facilitate the forging of relationships between the PM, military leaders, operational command and acquisition staffs, and operational subject matter experts to develop and execute technology demonstrations, evaluations, and transitions.

The Contractor shall monitor and analyze emerging technology and provide technical insight summarizing key aspects, challenges, potential application, and/or an assessment of the maturity of a particular technology that spans the interest of DARPA and the DoD. The Contractor shall cross reference DARPA's research thrusts and strategic visions. The Contractor shall compose draft reports and responses to external tasking and participation in DoD wide initiatives, such as small business, woman owned, and disadvantaged business programs. Task(s) may require fact finding efforts to identify the applicable components or capabilities, assess the current and future state of the technology of interest, and result in the compilation of the information into a coherent package. The Contractor shall establish and maintain a network of contacts with major users, stakeholders, the scientific community, partners and customers of DARPA technology.

The Contractor shall conduct research and coordinate information gathering for primary research and related subprojects, including literature survey and warfare concept. Research can range in complexity from simple market surveys to detailed analysis of technologies. The Contractor must be knowledgeable of current military warfare contingency plans, science and technology efforts, and key future international technology opportunities and threats. The Contractor shall analyze information obtained to determine if it may be released outside the DoD and/or DARPA based on their expert knowledge of the DoD and DARPA policies and procedures, regarding public requests for classified/unclassified and export-controlled information. The Contractor shall make recommendations and advise DARPA staff regarding further use or release of such information.

The Contractor shall assist in evaluating transition potential and commercial applications for relevant DARPA programs, which requires a familiarity with both the transition and business plans for military application and eventual commercialization of DARPA strategy. The Contractor shall prepare detailed analytical reports that recommend strategies and courses of action for new research topics, program strategies/approaches, technology development/application and transition to DARPA Senior Staff, program managers, the Services, other Departments of DoD, other government organizations, industry and academic performers.

### **2.3.2 SPECIALIZED STUDIES AND ADVISORY GROUPS**

The Contractor shall provide technical, analytical and strategic planning consulting services to support the Director and the DARPA staff. The Contractor shall provide consultants who are Subject Matter Experts (SME) to support the DARPA Director by participating in studies and advisory groups on an as-needed basis. The Contractor must document in the proposal response the ability to recruit the services of expert consultants within ten (10) working days of being notified by DARPA of the need for SME with specific area(s) of expertise. The Consultant shall assess, plan, provide recommendations and integrate projects designated by DIRO. The Consultant shall gather pertinent research and other diverse information and consolidate data into concise and accurate reports

The Contractor-provided SMEs shall perform in-depth expert scientific and technical research, monitor emerging technology, and provide technical analysis of the current state of technology for assigned topics, tasks and special projects. Tasks may include research of emerging technology providing technical insight, identifying technical challenges, summarizing key aspects, potential application, and/or an assessment of the maturity of a particular technology. Research spans the interests of DARPA and the Department of Defense. The SME shall provide recommendations and assessments of DARPA projects. The report and/or presentation material shall capture and illustrate complex concepts to educate/inform senior decision makers within DARPA, other Government organizations and industry in a clear and concise manner.

The Contractor shall draft responses to ad hoc technical tasking(s) in current and new DARPA program areas. The Contractor shall be responsible for identifying and assembling expert team(s) to analyze technical issues, make

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program recommendations and prepare briefing material, articles and report as assigned for use in scientific journals, news reports and/or open remarks at technical meetings sponsored by scientific professional organizations.

### **2.3.3 STRATEGIC SUPPORT**

The Contractor shall perform analyses and reviews of internal DARPA management processes including resources, program review, organizational structure, long term strategies and database management. The Contractor shall support and participate in the DARPA Information Resources Configuration Control Board providing technical recommendations regarding DARPA computer equipment configurations, SPAM and virus control management, and new software applications.

The Contractor shall assist with DARPA's day-to-day operations and provide updates in the management of DARPA's projects for high-payoff, innovative research and development. The Contractor shall provide technical advice on proposed joint international efforts and information exchange. The Contractor may conduct fact finding and/or organize workshops to review technical progress for on-going projects. The Contractor shall attend joint workshops and technical program reviews with other agencies.

The Contractor shall assist in identifying possible PM candidates by soliciting recommendations from the research community, DARPA Alumni, Performers, Engineering/Science Deans at Universities, technical organizations and other resources. The Contractor may assist DARPA personnel by providing advisory assistance regarding ethics, conflicts of interest, post employment, etc.

The Contractor shall provide technical experts/expertise in organizational structure, recruitment, media management, large organizational physical moves, and construction build out, who will advise, guide, recommend approaches, organization of activities, and in general look out for the best interest of DARPA in their area of expertise.

### **2.3.4 TECHNICAL DOCUMENTATION AND BRIEFING SUPPORT**

The Contractor shall prepare briefings, multimedia presentations, documents and/or articles based on approved formats for use in scientific journals, articles, interviews or in open technical meetings. The Contractor shall attend meetings, conferences and briefings, as requested, and summarize the meeting's content and debrief the principal lead, if required.

The Contractor shall assist DARPA in reviewing documents for adherence to DoD and DARPA policy as part of security review and approval for public release and make recommendations regarding appropriateness for public release. The Contractor shall receive, review, and process incoming requests for approval for public release cases through the appropriate channels. The Contractor is also required to be knowledgeable of DARPA's Distribution Statement A Request (DISTAR) application for use in processing such cases. The Contractor shall monitor progress and maintain appropriate records.

The Contractor shall also establish a library of the Director's briefings and slide presentation material. The library shall also include the Technical Office's program and strategic thrust briefing slides with talking points. Slides and presentation material shall clearly designate the public release criteria. All slides and presentation material shall be organized in electronic files to be readily identified and easily retrievable.

The Contractor shall maintain and update the DARPA history timeline documenting significant events, accomplishments and successes. The Contractor shall publish a quarterly alumni newsletter, maintaining the DARPA Alumni database information and promote information exchange with current and former DARPA staff through a variety of means including websites, SharePoint and other medium.

The Contractor shall collect data/decisional information on DARPA projects from DARPA's technical offices and use this information to populate an established database to provide monthly status reports of the DARPA projects and innovative research programs/initiatives.

The Contractor shall maintain an automated system to account for resources (materials and equipment) to support the organization's operational management and provide various reports as needed.

The Contractor shall provide technical expertise in managing the content of a variety of conferences, workshops, and

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general meetings on behalf the Director and the DIRO staff. These meetings/conferences can range from simple to varying degrees of complexity. The Contractor shall draft/propose the agenda and schedule based on DIRO's direction. The Contractor shall coordinate with other staff and the technical offices, as applicable, obtain required meeting rooms; assist speakers and VIP guests; and coordinate the audio visual equipment and conference purpose as approved by DARPA. The Contractor shall be responsible for conducting site visits and other special events. This task includes the registration implementation/oversight, coordination with vendors, other contractors, and both government and non-government participants. The Contractor shall create the appropriate presentations, graphics, signage, and other tasks that ensure the success of the event, such as all-hands meetings, recognition and award ceremonies, technology demonstrations and various technical meetings.

The Contractor shall manage all aspects of foreign travel for the Director and his staff. In performance of this tasking, the contractor shall be knowledgeable and proficient in the use of the Defense Travel System (DTS). With general guidance, the Contractor shall develop the agenda and schedule, coordinate with the US Embassy, and organize all meetings. Additionally, the Contractor shall identify the official protocols/procedures for the destination country; acquire the appropriate official gifts, coordinate of all IT/communication equipment necessary for the trip. Duties include preparation of read-ahead materials, meeting documentation, resolution of issues that may arise during the trip, and upon return distribute action items, thank you notes, vouchers, and trip report.

The Contractor shall plan, organize, and implement the technical aspects of DIRO Off-Site, Senior Management, Alumni, and Executive meetings. The primary focus of these meetings is bringing together DARPA senior staff to discuss issues affecting the agency, to develop strategic plans and/or provide an opportunity for senior DARPA staff to learn about operational challenges facing the Department of Defense (DoD). DIRO Executive meetings/Offsite(s) are held approximately semi-annually at locations across the U.S.

The Contractor shall assist in meeting preparation by providing pre-meeting packages consisting of a technical description of the topics/issues; an executive summary and talking points; subject matter material as appropriate; list of attendees with bios, their interest or position on the topic and organizational information; and other pertinent material. The Contractor shall support/manage technical meetings to include administrative and consulting tasks such as daily schedules; meeting logistics; registration; travel arrangements; drafting responses to internal and external inquiries; managing all modes of communication and as appropriate screening appointments.

## **2.4 CLIN 4030 STRATEGIC COMMUNICATION, MEDIA, AND PROFESSIONAL PRODUCTION SUPPORT**

**Note: The CLIN 4030 tasks are on an as-needed and/or part-time basis. The Contractor must have ready access to qualified individuals that can accomplish the assigned tasks. The initial Task is for the production of short video clips of Program Manager Interviews and a documentary of DARPA recent accomplishments. Graphics and application of current media productions must be compatible for use on the DARPA website and/or Facebook sites and in DARPA presentations and speaking engagements.**

The DARPA Director requires professional support for communications, media, and production services. Examples of such services include the following:

- Multimedia services
- Video production
- Communications support
- Media support for large conferences , symposiums, media releases and videos for use in briefings
- Stand alone displays for use at conferences and symposiums
- World-wide web support to include development and maintenance of internet and intranet pages and URLs

In performance of these tasks, the Contractor personnel must be flexible, understand DARPA business operations, and program support requirements, and have excellent verbal and written communication skills. The Contractor shall have detailed knowledge of DARPA's policies and procedures, and DARPA information management systems and sources for DARPA information. The Contractor support staff shall be knowledgeable of DARPA's Distribution Statement A Request (DISTAR) application for use in processing and obtaining authorization to public release for DARPA information, presentation material, etc. The Contractor shall understand the interactions among and between DARPA staff, government contracting agents, performing contractors, and the overarching technical

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community. The Contractor must understand DARPA's mission, culture and its management approach. They must be knowledgeable of government policies regarding information and must be able to readily identify sensitive subject matter and understand the art of managing/controlling the release of such information to public/media outlets. Contractor staff must be able to grasp complex ideas, work effectively in a multidiscipline and cutting-edge research environment, and adapt to change seamlessly.

The Contractor shall monitor progress and maintain appropriate records.

#### **2.4.1 MULTIMEDIA SUPPORT**

Multimedia productions must capture the essence of the DARPA message, technology/research, and DARPA's history and accomplishments. The subject matter may vary greatly. The Contractor must be able to capture complex ideas and concepts in readily understandable terms and images and convey them to a non-technical audience.

The multimedia projects require an experienced professional staff, facilities, and equipment. These resources must be experienced in the areas of community outreach programs/efforts, conferences, special events, website, and Facebook sites. Tasks may range from simple, two minute video clips to major DARPA conferences and symposiums. This task requires multimedia experts in production, communications and/or event execution. In performance of these tasks, the Contractor shall have detailed knowledge of DARPA's policies and procedures particularly those associated with public release and Section 508 compliance. They must understand DARPA information management systems and be creative in researching and capturing DARPA information.

The Contractor shall have the capability to direct, produce, edit and deliver multimedia services in forms such as event/conference production/publication, short clip videos, recorded interviews, graphics, animation, distribution of information to the public, and press releases. Deliverables shall be suitable for a variety of applications such as websites, YouTube, and/or Facebook, as indicated by specific tasks. All multimedia deliverables that will be published to a Government website will be in Compliance with Section 508 of the Disability Act and DoD/DARPA guidelines and regulations, including public release guides and security requirements/considerations.

The Contractor shall provide professional video production services, including video clips of interviews with DARPA Program Managers, that focus on a specific technical research program. DARPA will identify the Program Managers and the technology and will also supply video and/or still pictures of the technology. The Contractor will be responsible for integrating the DARPA-supplied material into the interview sequence to produce a final, high-quality finished product. The length and format will be determined by DARPA and will be dependent on the intended use such as social media sites (i.e. Facebook, website, speaking engagements, presentations, etc.).

The Contractor shall prepare and maintain a schedule of production activities required to meet the DARPA task objectives. The Contractor shall coordinate, when applicable, all production services with the DARPA-primary point of contact; designated DIRO support staff; the contracted facilities; the event or conference planner; as well as any and/or all personnel supporting the event, including DARPA personnel and invited speakers, as appropriate.

The Contractor shall provide for duplication of all media types (press releases, DVD, CD, ½ inch, VHS tape, BETA and Mini-DVD). Specific deliverables will be stated as each task is incorporated into the task order by technical instruction.

The Contractor shall design functioning sets, backdrops, logos and symbols that reflect goals, objectives and theme.

#### **2.4.2 DOCUMENTATION SUPPORT**

The Contractor shall receive, review, and process incoming approvals for public release cases through the appropriate channels. The Contractor shall be knowledgeable of DARPA's Distribution Statement A Request (DISTAR) application for use in processing such cases. The Contractor shall monitor progress and maintain appropriate records.

The Contractor shall review news sources for news items of interest to DARPA. The Contractor shall research and write articles for DARPA publication and review the DARPA web page periodically for appropriateness and

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currency. The Contractor shall prepare graphics, slides and charts for such outlets as newspapers, magazines and other publications for scientific/engineering/defense/other news-related items. The Contractor shall work with external organizations to include documentary producers, researching their requests, developing assistance plans, arranging and monitoring on-camera interviews, and other tasks as required.

The Contractor shall assist with tasks such as written publications, news releases, and responses to public and media inquiries. The Contractor shall maintain a database of such actions for tracking purposes and to assist in the retrieval of information for future use.

The Contractor shall provide graphics support for Microsoft Power Point presentations; video feeds to multiple display monitors, both locally and remotely; and the production of DVD's and/or CD-ROMs.

As required, the Contractor shall schedule and monitor approved interviews between DARPA staff and news media, assist with interview logistics, prepare any necessary visitor request forms when needed, and escort media personnel to and from meetings. The Contractor shall assist DARPA in the review of documents for adherence to DoD and DARPA policy as part of security review and approval for public release and make recommendations regarding appropriateness for public release.

## **2.4.2 EVENT PLANNING AND EXECUTION**

The Contractor shall have the background knowledge of DoD/DARPA policies and programs required to independently manage DARPA events and DARPA segments in other events in which DARPA chooses to participate. The Contractor shall provide recommendations, adhere to the master schedule, and facilitate meeting all established deadlines. The Contractor shall provide all manpower support, equipment and media materials required to support the specified tasks/event(s). The Contractor shall coordinate, coach, and support speakers in their speech preparation and presentation, both before and during conference or speaking engagements, as required.

## **3.0 DELIVERABLES**

### **3.1 Monthly Status Reports**

The contractor shall submit monthly status reports, due on the 10<sup>th</sup> of each month, to: Indian Head Division/Naval Surface Warfare Center, Attn: Code CD1, 4072 North Jackson Road; Building 1558; Suite 106; Indian Head, MD 20640-5115 and DARPA, Attn: ADPM for DIRO, 3701 North Fairfax Drive, Fairfax, VA 22203-1714.

The monthly status reports shall include the following elements:

- Contractor's name and address
- Contract number and task order number
- Date of report
- Period covered by report
- Man-hours expended by discipline for the reporting period, and cumulatively during the task order
- Cost curves portraying actual/projected conditions through the task order
- Cost incurred for the reporting period and total contractual expenditures as of report date
- Description of progress made during period reported including problem areas encountered, recommendations, if any, for subsequent solution beyond the scope of this task order
- Trips and significant results
- Plans for activities during the following period.

### **3.2 Quarterly Status Updates**

Quarterly Status Updates on prime and subcontractor activities are due the 15<sup>th</sup> of the month at the end of each quarter. Reports shall be submitted to: Indian Head Division/Naval Surface Warfare Center, Attn: Code CD1, 4072

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North Jackson Road; Building 1558; Suite 106; Indian Head, MD 20640-5115 and DARPA, Attn: ADPM for IPTO, 3701 North Fairfax Drive, Fairfax, VA 22203-1714. The quarterly status reports shall include the following elements for the prime and subcontractor(s):

- Contractor's name and address
- Contract number and task order number
- Date of report
- Period covered by report
- Labor cost by name and man-hours expended
- Description of task completed or undertaken
- Travel cost by traveler name and location
- Conference cost by event and location.

**3.3** The contractor shall provide such additional reporting, documentation, schedules, illustrations and drawings in a timely manner, as required by the various task activities of the contract. Contractor shall provide a listing keyed to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting should be in sufficient detail and quality to meet relevant commercial standards and will include, but not be limited to:

- Technical reports, data compilations, and data surveys, evaluations, and analyses
- Requirements, assessments, and schedules
- Guidelines, schedules, procedures, instructions, corrective actions
- Conference agenda, conference minutes, trip reports, briefings, and presentation materials
- Purchase descriptions, proposals, equipment illustrations, program planning support, and budget documentation and funding plans

#### **4.0 GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION (GFE/GFI)**

The Government will provide the appropriate Government furnished equipment, manuals, and information as required to support the requirements of this task order. Both the contractor and the designated Task Order Manager (TOM) will maintain accountability and inventory records. Specific GFE/GFI details will be provided in Technical Instructions issued under this task order.

#### **5.0 SECURITY**

All on site personnel will be required to have a minimum of a Secret security clearance. The requirement for security clearances for off site personnel will be driven by the security requirements of the tasking they are performing. For classified efforts the candidate must possess a current Top Secret Clearance with current SCI eligibility. All deliverables associated with this SOW are "unclassified" unless otherwise specified. In addition, all on-site personnel will comply with DARPA security policies and regulations, and stay current on all security-required training.

#### **6.0 TRAVEL**

In performance of this task order, the Contractor shall be required to travel. **CONUS and OCONUS travel requires advance approval from the DARPA on-site representative for contracts.** OCONUS travel shall be approved in advance by the DARPA technical representative and the Technical Operation Manager (TOM). However, all Letters of Authorization (LOAs) must be entered into the Synchronized Predeployment & Operational Tracker (SPOT) prior to departure. Travel costs must be in accordance with the Joint Travel Regulations. OCONUS travel will be in accordance with CENTCOM and PACOM procedures. Due to the nature of the support provided to DARPA, all foreign travel taken by staff supporting this task order will be reported in advance.

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Contractor personnel traveling outside the United States will be required to attend a country clearance briefing.

## 7.0 DISCLAIMER STATEMENT

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

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

## 8.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Contractor performance will be assessed on a continuing basis by application of the contractor-provided performance metrics to evaluate work on task objectives, review of deliverables, technical meetings and general contacts with the contractor. Informal contract management performance reviews will be conducted quarterly and a formal Quality Performance Review (QPR) will be conducted on an annual basis.

The Government technical monitor will utilize the contractor-provided performance evaluation metrics and other inputs mentioned above in conjunction with the QASP Grading Sheet to determine Contractor overall performance in five (5) general areas: 1) Schedule Performance, 2) Management Performance, 3) Technical Performance, 4) Work Product Quality/Accuracy, and 5) Cost Control. Each performance assessment will contain the following three elements: Performance Objective(s), Performance Measurement Factors, and Performance Rating Definitions. When taken in the aggregate, these elements constitute the performance evaluation under the QASP for this task order. A brief description of each of the three (3) elements is as follows:

***Performance Objective*** – The contract delineation of Deliverables and/or overall objective(s) as described under the Scope.

***Performance Measurement Factor*** (PMF) – The critical key characteristics or aspects of achieving the objective(s) that will be monitored by the Government (IHDIIV / NSWC), those matters about which the Government will be gathering data. Each objective will likely have one or more performance measurement factors.

***Performance Rating*** and Definitions – An adjectival and/or numerical objective *rating* with definition of the meaning of each Rating level when applied to each performance measurement factor. The technical monitor (Task Order Manager- TOM) has the responsibility for identification of the applicable PMFs and their relevant incorporation into the specific tasking of a contract. The tasking may specify a minimum acceptable rating, *target* rating, or range of performance ratings on subtasks for certain PMFs.

When numerical ratings are employed for PMFs, or sub factors within a PMF, the rating numbers will be summed together and averaged to arrive at a single numerical value for each PMF and overall value of all relevant PMFs averaged. Failure of the Contractor to meet the required performance measure specified for the task order will result at a minimum in the Contractor correcting any deficiencies at no additional cost to the Government.

A Contractor Performance Assessment Reporting System (CPARS) type evaluation of all work performed (in whole or in part) under a given task order will be conducted on an annual basis after task order award. The CPARS evaluation will be based on the contractor’s performance during the previous 12 months. The primary Government official responsible for the CPARS evaluation is the Task Order Manager (TOM) for the task order. The TOM may be assisted, as necessary, by other Government individuals having information relevant to the quality of contractor performance.

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**HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)**

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

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*(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.*

*(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.*

*(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.*

*(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.*

*(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.*

*(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.*

*(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.*

*(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.*

*(n) Compliance with this requirement is a material requirement of this contract.*

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## **SECTION D PACKAGING AND MARKING**

See Basic Contract

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## SECTION E INSPECTION AND ACCEPTANCE

See Basic Contract

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4010	12/17/2009 - 9/25/2013
4012	12/16/2010 - 9/25/2013
4014	9/26/2011 - 9/25/2013
4016	9/18/2012 - 12/16/2014
6010	12/17/2009 - 9/25/2013
6012	12/16/2010 - 9/25/2013
6014	9/26/2011 - 9/25/2013
6016	9/18/2012 - 12/16/2014

### CLIN - DELIVERIES OR PERFORMANCE

The period of performance for the following items are as follows:

CLIN 4010	The period of performance shall be through 25 September 2013
CLIN 4012	The period of performance shall be through 25 September 2013
CLIN 4014	The period of performance shall be through 25 September 2013
CLIN 4016	The period of performance shall be through 16 December 2014
CLIN 4018	OBSOLETE
CLIN 4010	The period of performance shall be through 25 September 2013
CLIN 4012	The period of performance shall be through 25 September 2013
CLIN 6014	The period of performance shall be through 25 September 2013
CLIN 6016	The period of performance shall be through 16 December 2014
CLIN 6018	OBSOLETE

**The task order period of performance shall not exceed the period of performance of the Seaport-e contract.**

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## SECTION G CONTRACT ADMINISTRATION DATA

**The Contractor is not authorized to incur costs on the following CLIN's/SLIN's after the dates provided below:**

CLIN's/SLIN's	Obligation Date to Contract/Task Order	Final Incurred Cost End Date	Task/Contract Period of Performance
4010-01/6010-01	17 December 2009	30 September 2010	16 December 2010
4010-02/4010-03 6010-02	27 May 2010	30 September 2011	16 December 2010
4010-04/6010-03	18 June 2010	30 September 2011	16 December 2010
4010-05	18 June 2010	30 September 2011	16 December 2010
4010-06/6010-04	19 September 2010	30 September 2011	16 December 2010
4010-07/6010-05	19 September 2010	30 September 2011	16 December 2010
4012-01/6012-01	16 December 2010	30 September 2012	15 December 2011
4012-02/6012-02	9 March 2011	30 September 2012	15 December 2011
4014-01/6014-01	26 September 2011	30 September 2012	25 September 2012
4016-01/6016-01	29 July 2013	30 September 2013	25 September 2013
4016-02/6016-02	6 September 2013	30 September 2014	25 September 2013

**Any work beyond the incurred cost or period of performance dates, whichever is earliest, provided above will be at the contractor's risk.**

### **TASK ORDER POINTS OF CONTACT**

The following contacts are provided for this contract:

Contract Administrator: Paulette Bowman

Phone Number: 301-744-6663

Email: [paulette.bowman@navy.mil](mailto:paulette.bowman@navy.mil)

Payments/Invoicing: DFAS Columbus

Phone Number: (800) 756-4571

Contracting Officer Representative: Dawn Tolson

Phone Number: (301)744-4469

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Kay Proctor at (301) 744-6680.

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(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 DoD 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 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:

Look at the bottom of the first page of your contract or order (basic, not modification) to find the form number, and then use the chart below that corresponds to your contract type (i.e., firm fixed price or cost plus fixed fee). This chart is a guide to finding information necessary for creating a payment request. In most cases, the chart points to a block number on a contract form or a particular section within the contract. In the WAWF system only use the DoDAAC ext. field if specifically directed, otherwise leave blank.

Use Cost Vouchers for Cost Plus Fixed Fee Contracts/Orders	
	Below Fields Are To Be Completed By The Buyer
Contract Number	N00178-04-D-4024
Delivery Order	FG12
CAGE Code/Ext.	17038
Pay DoDAAC	HQ0338
Issue date	12/17/2009

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<b>IssueBy DoDAAC</b>	N00174
<b>Admin DoDAAC</b>	S2404A
<b>DCAA Auditor DoDAAC/Ext.</b>	HAA47F
<b>Service Approver/Ext.</b>	ADMIN DoDAAC

(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: dawn.tolson@navy.mil  
Contract Administrator: paulette.bowman@navy.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).

#### GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE)

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Task Order Manager, via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

### **TECHNICAL INSTRUCTIONS**

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

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work 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 task order. Technical instructions may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause of the basic contract; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for task order performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Ordering 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 Ordering Officer that the technical instruction is within the scope of this task order.

(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.

#### Accounting Data

SLINID	PR Number	Amount
401001	1313893292944	2695246.00
LLA :		
AA 9790400 1320 Z182 P9M30 2523 DPAM 9 7574 62303E S12136		
Standard Number: MIPR# MIPR 10-Z182		
POP: Extended through 01 February 2012		
601001	1313893292944	176400.00
LLA :		
AA 9790400 1320 Z182 P9M30 2523 DPAM 9 7574 62303E S12136		
Standard Number: MIPR# MIPR 10-Z182		
POP: Extended through 01 February 2012		

BASE Funding 2871646.00  
Cumulative Funding 2871646.00

MOD 01 Funding 0.00  
Cumulative Funding 2871646.00

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MOD 02

401002 13138-0118-1064 279657.00  
LLA :  
AB 9700400 1320 Z921 P0G10 2523 DPAM 0 7768 62702E S12136  
Standard Number: MIPR Number - 10-Z921  
POP: Extended through 01 February 2012

401003 13138-0130-2154 109583.00  
LLA :  
AB 9700400 1320 Z921 P0G10 2523 DPAM 0 7768 62702E S12136  
Standard Number: MIPR Number - 10-Z921, Amend. No. 01  
POP: Extended through 01 February 2012

601002 13138-0118-1064 12000.00  
LLA :  
AB 9700400 1320 Z921 P0G10 2523 DPAM 0 7768 62702E S12136  
Standard Number: MIPR Number - 10-Z921  
POP: Extended through 01 February 2012

MOD 02 Funding 401240.00  
Cumulative Funding 3272886.00

MOD 03

401004 13138-0158-5097 570729.00  
LLA :  
AC 9700400 1320 Z921 P0X20 2523 DPAM 0 7768 63766E S12136  
Standard Number: MIPR Number - 10-Z921, Amend. No. 02  
POP: Extended through 01 February 2012

401005 13138-0165-5759 17581.00  
LLA :  
AD 9700400 1320 Z921 P0P30 2523 DPAM 0 7768 63767E S12136  
Standard Number: MIPR Number - 10-Z921, Amend. No. 03  
POP: Extended through 01 February 2012

601003 13138-0158-5097 10000.00  
LLA :  
AC 9700400 1320 Z921 P0X20 2523 DPAM 0 7768 63766E S12136  
Standard Number: MIPR Number - 10-Z921, Amend. No. 02  
POP: Extended through 01 February 2012

MOD 03 Funding 598310.00  
Cumulative Funding 3871196.00

MOD 04 Funding 0.00  
Cumulative Funding 3871196.00

MOD 05

401006 13138-0258-1211 630379.22  
LLA :  
AE 9700 400 1320 E605 P0F40 2523 DPAM 0 8267 63287E S12136  
Standard Number: MIPR NUMBER - 10-E605  
POP: Extended through 01 February 2012

401007 13138-0258-1213 945386.78  
LLA :  
AF 9700400 1320 E605 P0M30 2523 DPAM 0 8267 62303E S12136  
Standard Number: MIPR NUMBER - 10-E605  
POP: Extended through 01 February 2012

601004 13138-0258-1211 17807.88  
LLA :  
AE 9700 400 1320 E605 P0F40 2523 DPAM 0 8267 63287E S12136  
Standard Number: MIPR NUMBER - 10-E605  
POP: Extended through 01 February 2012

601005 13138-0258-1213 19000.00

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LLA :  
AF 9700400 1320 E605 POM30 2523 DPAM 0 8267 62303E S12136  
Standard Number: MIPR NUMBER - 10-E605  
POP: Extended through 01 February 2012

MOD 05 Funding 1612573.88  
Cumulative Funding 5483769.88

MOD 06

401201 13138-0342-4227 15881.00  
LLA :  
AG 9710400 1320 Z921 P1X20 2523 DPAM 1 6860 63766E S12136  
Standard Number: MIPR Number - 11-Z921  
POP: Extended through 01 February 2012

601201 13138-0342-4227 4119.00  
LLA :  
AG 9710400 1320 Z921 P1X20 2523 DPAM 1 6860 63766E S12136  
Standard Number: MIPR Number - 11-Z921  
POP: Extended through 01 February 2012

MOD 06 Funding 20000.00  
Cumulative Funding 5503769.88

MOD 07

401202 13138-1027-2008 21598.00  
LLA :  
AG 9710400 1320 Z921 P1X20 2523 DPAM 1 6860 63766E S12136  
Standard Number: MIPR Number - 11-Z921, Amend. No. 01  
POP: Extended through 01 February 2012

601202 13138-1027-2008 3402.00  
LLA :  
AG 9710400 1320 Z921 P1X20 2523 DPAM 1 6860 63766E S12136  
Standard Number: MIPR No. 11-Z921, Amend. No. 01

MOD 07 Funding 25000.00  
Cumulative Funding 5528769.88

MOD 08

401401 13138-1178-5739 113652.00  
LLA :  
AG 9710400 1320 Z921 P1X20 2523 DPAM 1 6860 63766E S12136  
Standard Number: 11-Z921 Amd 2  
Supports TI #01 - Support Services for DARPA

601401 13138-1178-5739 12932.00  
LLA :  
AG 9710400 1320 Z921 P1X20 2523 DPAM 1 6860 63766E S12136  
Standard Number: 11-Z921 Amd 2  
Supports TI #01 - Support Services for DARPA

MOD 08 Funding 126584.00  
Cumulative Funding 5655353.88

MOD 09 Funding 0.00  
Cumulative Funding 5655353.88

MOD 10 Funding 0.00  
Cumulative Funding 5655353.88

MOD 11 Funding 0.00  
Cumulative Funding 5655353.88

MOD 12

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401601 1300363774 166053.89  
 LLA :  
 AH 97 2012/2013 0400. 4801 FSN 78803 IMPX74G17XXD 2550 6900000  
 Standard Number: NI88G12333GS01  
 Supports TI #2 - Scientific and Technology Support to DARPA

601601 1300363774 3946.11  
 LLA :  
 AH 97 2012/2013 0400. 4801 FSN 78803 IMPX74G17XXD 2550 6900000  
 Standard Number: NI88G12333GS01  
 Supports TI #2 - Scientific and Technology Support to DARPA

MOD 12 Funding 170000.00  
 Cumulative Funding 5825353.88

MOD 13

401602 1300375710 819000.00  
 LLA :  
 AJ 97 201320140400D 1320 PDRM6-2013.MBT- 01.CORE A-DARPA-251-HR001135277 02-000-206027  
 15E00 012199  
 Standard Number: MIPR NUMBER - HR001135277  
 Supports TI #03 - Scientific and Technolgy Support to DARPA

601602 1300375710 21000.00  
 LLA :  
 AJ 97 201320140400D 1320 PDRM6-2013.MBT- 01.CORE A-DARPA-251-HR001135277 02-000-206027  
 15E00 012199  
 Standard Number: MIPR NUMBER HR001135277  
 Supports TI #3 - Scientific and Technology Support to DARPA

MOD 13 Funding 840000.00  
 Cumulative Funding 6665353.88

MOD 14 Funding 0.00  
 Cumulative Funding 6665353.88

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### **5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)**

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ITEM(S)	Allotted Cost	Allotted Fee	Estimated Period of Performance
4014-01			25 September 2012
4016-01			16 December 2014
4016-02			16 December 2014
6014-01			25 September 2012
6016-01			16 December 2014
6016-02			16 December 2014

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs **4010, 4012, 4014, 6010, 6012 & 6014** are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

For Informational Purposes Only:

Total Task Order Ceiling	Amount Funded by this Action	Total Dollar Funded to Date	Balance Not Funded
\$22,721,453.65	\$840,000.00	\$6,665,353.88	\$16,056,099.77

For informational purposes from page 2 of this modification under General Information; below is a detail breakdown of Technical Instruction (TI) #03 funding profile.

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TI# 03: Labor to be funded \$819,000.00 (fully funded)

Clin	Funded Labor	Unfunded Labor
4016-02	\$819,000.00	\$0.00

TI# 02: ODC to be funded \$21,000.00 (fully funded)

Clin	Funded ODCs	Unfunded ODCs
6016-02	\$21,000.00	\$0.00

**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. The scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

<b><u>HOLIDAY</u></b>	<b><u>DATE OF OBSERVANCE</u></b>
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:

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<b><u>AREA</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
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.

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## SECTION I CONTRACT CLAUSES

52.222-41 Service Contract Act (1965)

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

### OPTION TO EXTEND THE TERM OF THE TASK ORDER

(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 task order expires. The preliminary notice does not commit the Government to an extension.

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

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

**DFARS 252.215-7003 Excessive Pass-Through Charges- Identification of Subcontract Effort (APR 2007)**

**DFARS 252.215-7004 Excessive Pass-Through Charges (APR 2007)**

**DFARS 252.225-7040 Contractor Personnel Authorized Accompany U.S. Armed Forces Deployed Outside the U.S. (JUL 2009)**

**DFARS 252.211-7003 Item Identification and Valuation (AUG 2008)**

**FAR 52.204-2 Security Requirements (AUG 1996)**

**FAR 52.204-9 Personal Identity Verification of Contractor Personnel (SEP 2007)**

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## SECTION J LIST OF ATTACHMENTS

1. Department of Defense Contract Security Classification Specification (DD Form 254)
2. NAVSEA Quality Assurance Surveillance Plan (QASP)
3. Contract Administration Plan
4. Privacy Act Certification
5. Wage Determination
6. Small Business Individual Subcontracting Plan
7. Booz Allen Hamilton Proposal Extension dated December 7,2009
8. DoD Contract Security Classification Specification, DD Form 254, Revision No. 1, dated January 14, 2010
9. Wage Determination No. 2005-2103, Revision No. 10, Dated 6/15/2010.
10. Technical Instruction (TI) # 01 - MOD 08
11. List of Approved Subcontractors