

ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-04-D-4024				2. DELIVERY ORDER NO. FK08		3. EFFECTIVE DATE 2014 Sep 29		4. PURCH REQUEST NO. N3600114RC012FS		5. PRIORITY Unrated					
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392				CODE N00189		7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151				CODE S2404A					
										8. DELIVERY FOB					
										DESTINATION					
										OTHER (See Schedule if other)					
9. CONTRACTOR BOOZ ALLEN HAMILTON INC 8283 Greensboro Drive McLean VA 22102				CODE 17038		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS					
								12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		SMALL					
								13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G		SMALL DISADVANTAGED					
										WOMEN-OWNED					
14. SHIP TO See Section D				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264				CODE HQ0338					
										MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER															
DELIVERY/ CALL		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.											
PURCHASE				Reference your furnish the following on terms specified herein.											
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
<div style="display: flex; justify-content: space-between;"> <div>BOOZ ALLEN HAMILTON INC</div> <div>Steven Fredericks Seaport-e BMO (McLean)</div> </div>															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *		21. UNIT		22. UNIT PRICE		23. AMOUNT			
		See Schedule													
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA				25. TOTAL		\$958,200.00			
						BY: /s/Chandra S Brinkley 09/16/2014 CONTRACTING/ORDERING OFFICER				26. DIFFERENCES					
27a. QUANTITY IN COLUMN 20 HAS BEEN															
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS					
						PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
						FINAL									
f. TELEPHONE		g. E-MAIL ADDRESS				31. PAYMENT COMPLETE		34. CHECK NUMBER							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT COMPLETE		34. CHECK NUMBER							
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				PARTIAL		35. BILL OF LADING NO.							
						FULL									
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.					

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	D324	TYCOM READINESS SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (PWS). (O&MN,N)	12.0	MO	\$79,850.00	\$958,200.00
8001	D324	TYCOM READINESS SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (PWS). (O&MN,N)	12.0	MO	\$80,617.00	\$967,404.00
		Option				
8002	D324	TYCOM READINESS SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (PWS). (O&MN,N)	12.0	MO	\$81,402.00	\$976,824.00
		Option				

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS)

NAVY CYBER FORCES (NCF) N3

TYPE COMMANDER (TYCOM) READINESS SUPPORT

PERIOD OF PERFORMANCE: 29 Sept 2014 - 12 months (base plus two (2) twelve month options)

1. TITLE. NCF TYCOM Readiness Support

2. (U) SCOPE

2.1 (U) This PWS describes requirements for specialized and skilled analysts to support Navy Cyber Forces (NCF) N3 mission needs. This listing below identifies four (4) separate labor category requirements and associated FTE across four distinct tasks and specific needs:

2.1.1 Three (3) Business Systems Analyst for Metrics Support (Journeyman – 5 years minimum experience) supporting the TYCOM current and future readiness metrics efforts.

2.1.2 Four (4) Research Analyst for Capability Readiness Analysis supporting TYCOM readiness assessment responsibilities

2.1.3 One (1) Information Assurance/Security Specialist (Journeyman-5 year's minimum experience) for TYCOM Information Assurance (IA) Readiness and Compliance supporting network defense and compliance assessment activities.

2.1.4 One (1) Database Specialist/Journeyman- 5 years minimum experience for COGNOS Application support that aligned to the Navy's Defense Readiness Reporting System (DRRS-N)

2.2 (U) PERSONNEL QUALIFICATIONS: The Contractor is responsible for providing personnel with expertise in the areas as described in the contract. Candidates are expected to be high-level self-starters with demonstrated experience in the appropriate functions. Personnel assigned to this task must keep current on the respective technologies associated with the contract. The following knowledge and experience requirements are required for each of the four distinct task requirements:

2.2.1 Three (3) Business Systems Analysts, (1920 hours each): No less than 5 years of in-depth experience with Navy missions, capabilities, manpower, equipment, training and readiness assessment methodologies. In-depth experience for this supporting service is characterized by previous experiences whereas the candidate was assigned work that provided higher authorities with decision worthy data and information in support of TYCOM operational readiness assessment requirements. Journeyman-level knowledge (5 years minimum) of statistical analysis and metrics design is required to provide support of

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process, technique, data, and or system solutions. Education: Bachelor's degree as a minimum qualification. Certifications: None. Clearance: Secret clearance required. Basic proficiency in Microsoft Office and other office/data automation tools is required.

2.2.2 (KEY PERSONNEL) Four (4) Research Analysts (Cyberspace Operations (CO), Network-Centric Operations (NETOPS), Intelligence (INTEL), Space Operations and METOC Subject Matter Experts (SME), (1920 hours each): Minimum of ten (10) years of experience with Navy operations, exercises, missions and capabilities as they pertain to one or more of the specific capability areas. One resume must demonstrate experience in at least two capability areas. Experience should include governance and policy, process development, and implementation. At least five (5) years' experience managing/leading Navy operations and execution of the specific capabilities listed at afloat or operational shore commands Experience with developing policy and implementation plans, including Navy and Joint requirements. Education: Bachelor's degree as a minimum qualification. Certifications: None. Clearance: Top Secret (TS) clearance required. Basic proficiency in Microsoft Office and other office/data automation tools is required.

2.2.3 (KEY PERSONNEL) One (1) IA Compliance Support Analyst, (1920 hours each): Minimum/General Experience: Minimum five (5) years of experience in Information Assurance (IA) and Cyber security data analysis, processes, techniques, requirements and procedures supporting network defense and compliance assessment activities. At least 2 years of experience in defining security programs ~~or~~ and processes for the protection of sensitive ~~or~~ and classified information. Demonstrated experience and knowledge in three or more of the following areas: IA requirements analysis, design development and implementation; IA requirements and IA controls analysis; IA policy or CONOPS development; Contingency planning; requirements for classified data network operations; requirements for information processing; & network architecture and design. Education: Bachelor's **and/or** Master's degree in engineering, mathematics, computer science, or business required. Certifications: Information Systems Security Management Professional (ISSMP) or Information Systems Security Engineering Professional (ISSEP) is desired. DoDI 8570 IAM-III or IAT-III required. Clearance: Secret clearance required. Basic proficiency in Microsoft Office and other office/data automation tools is required.

2.2.4 One (1) Database Specialist (Journeyman) (1920 hours): No less than 5 years of in-depth experience with COGNOS Report Author/Designer work. Requires industry International Business Machine Corporation (IBM) training and three years' experience to maintain a United States Fleet Forces (USFFC) issued COGNOS license used to TYCOM supporting the Navy Readiness Reporting Enterprise Business Intelligence (NRRE-BI). Education: Bachelor's degree as a minimum qualification. Certifications: None. Clearance: Secret. Basic proficiency in Microsoft Office and other office/data automation tools is required.

3.0 (U) BACKGROUND

3.1 (U) The background for each of the specialized tasks supporting the NCF N3 mission needs are identified as:

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3.1.1 (U) Metrics Support. This support will deliver analytical services including analysis, change management, and group dynamics experience that will lead, facilitate, and manage government approved Navy metrics development and change efforts. This activity will directly support and require Navy analysis, documentation, and solutions integration supporting the USFF/USPACFLT and Department of Defense (DoD) Information Dominance strategies. Specific supported efforts, include, but are not limited to:

3.1.1.1 Gathering monthly Defense Readiness Reporting System - Navy (DRRS-N) personnel, equipment, supply unit training ordnance and facilities (PESTOF) resources data that support the sustainment of metrics as designed through previous execution period efforts.

3.1.1.2 Support the currency of approved metrics, as defined by higher authority and by the movement lead. This could include, but is not limited to, minor changes in formatting.

3.1.1.3 Assist in the design and development of new metrics that support higher authority and as directed by the government.

3.1.2 (U) Current Readiness Support. This support will deliver analytical services that pertain to sustaining DRRS-N readiness program processes and structure by reviewing and revising, as required, governance and cross functional team (CFT) guidelines, associated metrics and plans. Specific supported efforts, include, but are not limited to:

3.1.2.1 In support of assigned capability area, provide insight, impact, and recommended solutions that mitigate assessed operational gaps.

3.1.2.2 Provide information and understanding to non-SMEs into current readiness and identify areas for improvements, specifically within the Information Operations (IO), Network-Centric Operations (NETOPS), and Fleet Intelligence (INTEL) capability areas.

3.1.2.3 Support the development of routine and non-routine battle rhythm deliverables that support, the but are not limited to, the following venues: Command Readiness Review (CRR), Readiness Production Board (RPB), Requirements Review Board (R3B) and the Fleet Commanders' Readiness Council (FCRC).

3.1.2.4 Support the development of MET-based units training plans. Participate in sponsored exercise planning by identifying IO, NETOPS, and INTEL capability area training objectives mapped to METS that measures of performance/effectiveness.

3.1.3 (U) TYCOM Information Assurance (IA) Readiness and Compliance Support. This support will deliver analytical services to assist in the review of existing data, management of collection systems, applications and associated databases, and data SME analysis to determine risk to one of the listed focused productlines. Specific supported efforts, include, but are not limited to:

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3.1.3.1 Gathering monthly DRRS-N containing units' IA or Command and control Communications (CCC) data and Commanders' comments.

3.1.3.2 Verifying IA and cyber security data for units reported via the DRRS-N using, but not limited to, various databases such as Enterprise Mission Assurance Support Service (eMASS), Information Assurance Tracking System (IATS), Vulnerability Remediation Asset Manager (VRAM), SPAWAR Acquisition & Integrated Logistics Online Repository (SAILOR) 2.0, Information Condition (INFOCON), and Online Compliance & Readiness System (OCRS).

3.1.3.3 Compiling and analyzing data, and developing a monthly IA Dashboard for NAVCYBERFOR leadership review.

3.1.3.4 Communicate feedback to USFF ships and shore stations identified with IA vulnerabilities to the Department of Defense Information Network (DoDIN) and coordinate corrections, collect responses and validate reporting.

3.1.3.5 Develop point papers, naval messages, presentations, briefings and other forms of written documentation on an as needed basis to support TYCOM.

3.1.3.6 Develop Standard Operating Procedures (SOPs), checklists, workflow process charts, forms, Points of Contact (POC) lists, and other documentation needed to support TYCOM processes and related C&A and IA functions.

3.1.4 (U) COGNOS Subject Matter Expert (SME). This support will deliver analytical services to assist in the review of existing COGNOS data collection systems, their associated databases, and data elements to determine if these systems meet collection requirements. Specific supported efforts, include, but are not limited to:

3.1.4.1 The COGNOS SME will support for data collection, processing, assessment, and implementation requirements, as directed by the Type Commander Readiness Program Manager.

3.1.4.2 On a routine basis, contractor shall provide functional analyst support for data collection for roll-up of working level data to unit and enterprise performance metrics.

3.1.4.3 Participate in Navy Readiness Reporting Enterprise Business Intelligence (NRRE-BI) events that coordinate the Navy's COGNOS and data management/environment efforts.

3.1.4.4 The contractor shall assist in identifying redundant or obsolete data, and data gathering techniques, and provide recommendations to the government.

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4.0 (U) SECURITY REQUIREMENTS

(U) A minimum security clearance of TOP SECRET (TS) is required for four Research Analysts and SECRET for all other Contractor personnel identified in this PWS in the performance of this entire effort, start date to end date. The work to be performed by the four Research Analysts Contractors will require access to attend meetings in TS-level spaces. All Contractor personnel may require access to commands and locations other than NCF, which will require the appropriate clearance level. Clearance is a requirement for employment and must be active at the time of hire/employment on this contract.

5.0 (U) KEY PERSONNEL

The Contractor shall notify the Contracting Officer within 15 calendar days after the substitution of any Key Personnel. The Contractor shall provide a detailed explanation of the circumstances necessitating proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. All proposed substitutes must have qualifications that are equal to or higher than the qualifications required of the person to be replaced.

6.0 (U) PLACE OF PERFORMANCE

6.1 (U) Navy Cyber Forces, 115 Lake View Drive, Suffolk, VA 23435. On a case by case basis, the Government may authorize specific work to be completed at the contractor's site.

7.0 (U) GOVERNMENT FURNISHED INFORMATION OR EQUIPMENT.

7.1 (U) The Government will provide Navy Marine Corps Intranet (NMCI)/Continuity of Services Contract (CoSC) user accounts for contractor personnel who satisfy all training requirements and execute required documentation (e.g., System Access Authorization Request (SAAR)), Contractor personnel will comply with all Navy and DoD information technology system certification and operation requirements and directives.

7.2 (U) The Government will provide the contractor with access to personnel, data and databases associated with the tasks, as required.

7.3 (U) The Contractor shall handle all information on an UNCLASSIFIED basis with CLASSIFIED information handled on an "as required" basis and limited to information to achieve the Enterprise mission.

7.4 (U) The Contractor will have access to material as needed, that may be sensitive in nature, to include classified and Personal Identifiable Information (PII). The contractor shall mark such material appropriately and safeguard this material.

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7.5 (U) The Government will provide access to current reference data, information and facilities as needed to complete designated tasks. Contractor personnel will be provided access to program-related Government-owned information, decision papers, briefings and any other related documentation as needed in order to perform assigned tasks.

8.0 (U) PRIVACY ACT

(U) Work performed against this contract requires that personnel have access to PII. Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations regarding the protection of PII.

9.0 (U) PROPRIETARY DATA RIGHTS

(U) All data, processes and implementation procedures developed during the course of this task remain the property of the United States Navy (USN). The USN agrees to protect Contractor's intellectual property and will follow client's style guide for its proper use.

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10.0 (U) DESCRIPTIONS OF EFFORT AND TECHNICAL REQUIREMENTS

10.1 (U) Metrics Support

10.1.1 The Contractor shall provide three (3) full time four Business Systems Analysts to deliver services including analysis, change management, and group dynamics experience that will lead, facilitate, and manage government approved Navy metrics development and change efforts. This activity will directly support and require Navy analysis, documentation, and solutions integration supporting the USFF/USPACFLT and DoD Information Dominance strategies.

10.1.2 The Contractor shall deliver periodic and milestone updates along with recommendations to change the execution plan or schedules to achieve the government approved courses of action (COAs). These updates will be provided via both electronic and hardcopy to the government.

10.1.3 The Contractor shall work with a cross-functional team drawn from operations, manpower, training, plans, and policy personnel across multiple Information Dominance Echelon II and III commands to support the mainstreaming of Information Dominance efforts.

10.1.4 The Contractor shall coordinate with non-ID Echelon III commands to provide deliverables that will affect acquisitions, training, and readiness reporting, as directed by higher authorities.

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10.1.5 The Contractor shall provide Signals Intelligent (SIGINT) and IO SME support and provide feedback and support in the fielding, training and support of Operation Program Office (PMW 120) SIGINT/IO Programs with a goal of improving fleet performance.

10.1.6 The Contractor shall make recommendations that apply industry best practices and metrics expertise in the development and implementation of metrics that focuses on enterprise resources and provide visibility into current readiness and identify areas for improvements across the IO, Cyberspace Operations (CO), NETOPS, INTEL, Space Support Operations (SPS) and Meteorological and Oceanographic (METOC) product lines. Examples of metrics will include, but are not limited to:

- **Enhanced Multi-INT fusion, All-Source intelligence (to include pattern and trends analysis)**
- **Geospatial Intelligence (GEOINT)**
- **Imagery Intelligence (IMINT)**
 - o **Organic/Tactical imagery**
 - o **Moving Target Indicator, Ground and Maritime (MTI, GMTI, MMTI)**
 - o **Full Motion Video (FMV) - Motion Imagery**
- **SIGINT**
- **Precision geopositioning (Targeting)**
- **Collection Management (CM) - National, Theater and Organic/Tactical CM capabilities**
- **Maritime Domain Awareness (MDA)**
- **Biometrics**
- **Measurement and Scientific Intelligence (MASINT)**
- **ID POR system maintenance**

10.2 (U) Capability Readiness Analysis Support

10.2.1 The Contractor shall provide four (4) Research Analysts to support readiness analysis and services that pertain to sustaining DRRS-N readiness program processes and structure by reviewing and revising, as required, governance and cross functional team guidelines, associated metrics and plans, and recommending operating guidelines for effective performance management at each level of the readiness implementation.

10.2.2 The Contractor shall work alongside the Government and make recommendations that apply industry best practices and metrics expertise in the development and implementation of metrics that focus on enterprise resources and provide visibility into current readiness and identify areas for improvements, specifically within the INTEL, IO, CCC, NETOPS, CO, METOC and SPS product lines.

10.2.3 The Contractor shall provide analysis of cost management, readiness impacts, and Enterprise maturity metrics to identify gaps in Enterprise desired outputs and readiness, which will lead to process, focused, metric-driven gap closures.

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10.2.4 The Contractor shall provide the necessary consultant, analytical and organizational skills to assist in improving Navy shore and afloat ID management programs through incorporation into DRRS-N.

10.2.5 The Contractor shall assist the Coordinating Review Authority (CRA) in mapping Figure of Merit (FOM) algorithms for the resource areas in DRRS-N.

10.2.6. The Contractor shall assist in the development of an Information Dominance Intelligence readiness view(s) that capture historical and current readiness metrics for all applicable resource areas in DRRS-N for all afloat and shore based Strike Groups, platforms and units. This will also include future trend analysis of current readiness metrics and identified data to assist with future personnel and training development.

10.3 (U) TYCOM IA Readiness and Compliance Support

10.3.1 The Contractor shall provide one (1) Information Assurance (IA)/Security Specialist to assist in the review of existing data, management of collection systems, applications and associated databases, and data analysis to determine risk to one of the listed focused product lines set forth above.

10.3.2 The Contractor shall support IA readiness reporting of Navy fleet and shore units. Identification and mitigation of cyber security vulnerabilities strengthen overall connections to the DoDIN. The Contractor shall prepare monthly briefings and reports as required to support Navy IA readiness.

10.3.3 The Contractor shall support verifying IA and cyber security data for units reported via the DRRS-N using, but not limited to, various databases such as Enterprise Mission Assurance Support Service (eMASS), Information Assurance Tracking System (IATS), Vulnerability Remediation Asset Manager (VRAM), SPAWAR Acquisition & Integrated Logistics Online Repository (SAILOR) 2.0, Information Condition (INFOCON), and Online Compliance & Readiness System (OCRS).

10.3.4 The Contractor shall support the gathering of monthly DRRS-N with units' IA data and Commanders' comments. This includes compiling and analyzing data, and the development of monthly Network Defense Dashboard for NAVCYBERFOR leadership review.

10.3.5 The Contractor shall communicate with USFF ships and shore stations identified with IA vulnerabilities to the DoDIN and coordinate corrections, collect responses and validate reporting, as directed by the Government.

10.3.6 The Contractor shall support the development of point papers, naval messages, presentations, briefings and other forms of written documentation on an as needed basis to support TYCOM.

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10.3.7 The Contractor shall support the development of SOPs, checklists, workflow process charts, forms, Points of Contact (POC) lists, and other documentation needed to support TYCOM processes and related compliance and IA functions.

10.3.8 On a routine basis, the Contractor shall provide functional analyst support for data collection for roll-up of working level data to unit and enterprise performance metrics.

10.3.9 The Contractor shall assist in identifying redundant or obsolete data, and data gathering techniques, and provide recommendations to the Government.

10.4 (U) COGNOS Support

10.4.1 The Contractor shall provide one (1) Database Specialist/Journeyman to assist in the review of existing data collection systems, their associated databases, and data elements to determine if these systems meet collection requirements.

10.4.2 The Contractor shall be a COGNOS SME to support for data collection, processing, assessment, and implementation requirements as directed by the TYCOM Readiness Program Manager.

10.4.3 On a routine basis, the Contractor shall provide functional analyst support for data collection for roll-up of working level data to unit and enterprise performance metrics.

10.4.4 The Contractor shall assist in identifying redundant or obsolete data, and data gathering techniques, and provide recommendations to the government.

10.4.5 The Contractor shall coordinate with Primary Review Authority (PRA) to populate readiness views in Navy Readiness Reporting Enterprise-Business Intelligence (NRRE-BI) tools (IBM-COGNOS).

11.0 (U) TRAVEL REQUIREMENTS. Local travel is authorized but will not be reimbursed.

12.0 (U) DELIVERABLES PER CONTRACT

(U) The Government's inspecting and acceptance authority will be designated by the COR as the established POC for all deliverables. Additionally, a courtesy copy of all deliverables will be provided to the Project Manager (PM) and Task Order Manager (TOM) as defined in the schedule below. All written deliverables (e.g., monthly reports, additional reports) and any other written communication between the contractor(s) and the TOM and designee (PM or TPOC) will be delivered in at least one (1) paper copy and one (1) electronic copy. All deliverables must specifically outline achievements made towards the completion of the plan. All deliverables will meet professional standards and the requirements set forth in contractual documentation. One copy of all deliverables will be transmitted electronically to the ~~COR~~

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TOM and designee (PM, TPOC) within five days of completion.

12.1 (U) Deliverables, as required, include:

12.1.1 (U) Technical Reports – Study/Service

12.1.2 (U) Conference/Telecom Minutes

12.1.3 (U) Contract Performance Report (Contractor Self-Assessment Report)

12.1.4 (U) Task-Order Completion Memo

12.1.5 (U) Meeting notes, minutes, “ghost” emails – as required

12.2 (U) Overall PWS deliverables include:

12.2.1 Monthly Status Reports: Provided by email and/or at Bi-weekly meeting, by the 10th working day of each month, the Monthly Progress Report will include, but not be limited to:

- **Contract Number and Project Number.**
- **Brief task description.**
- **A narrative review of work accomplished during the reporting period and/or significant events.**
- **Output progress measured against each task as assigned on the initial government task kick off meeting.**
- **Problem areas.**
- **Perceived problems anticipated to prevent contractor(s)/ government from completing specific tasks.**
- **Anticipated activity for the next reporting period.**

13.0 (U) ENTERPRISE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;**
- (2) X, Lease/Rental of Facilities;**
- (3) Y, Construction of Structures and Facilities;**
- (4) S, Utilities ONLY;**
- (5) V, Freight and Shipping ONLY.**

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**The contractor is required to completely fill in all required data fields using the following web address
<https://doncmra.nmci.navy.mil>.**

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

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SECTION D PACKAGING AND MARKING

NOT APPLICABLE

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

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SECTION E INSPECTION AND ACCEPTANCE

TYCOM READINESS SUPPORT TASK ORDER QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX

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1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Contracting Officer's Representative (COR)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.

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5.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix (Attachment 1) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.
- **Random Checks/Inspections** – Random checks will be conducted to ensure compliance with the Standard Operating Procedures (SOP). The CO or Technical Point of Contact (TPOC) will conduct the random monitoring.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the COR
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract administration team
- A record of all accepted receiving reports, required documentation with the submission of each receiving report and reviews.
- Memoranda for the record or minutes of any pre-performance meetings or conferences.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to the PWS.

8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary

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of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

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QASP MATRIX (TYCOM READINESS SUPPORT Task Order)

Deliverable or Service Requirement	Performance Standard	Surveillance Method	Frequency	Acceptable Quality Level (AQL)	Incentives
Contract Deliverables	Contract deliverables (Technical Reports – Study/Service; Conference/Telecom Minutes; Contract Performance Report, Contractor Self-Assessment Report, Meeting notes, minutes, “ghost” emails) furnished as prescribed in the contract.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.	FAR Clause 52.212-4
Monthly Status Report	Monthly status reports are submitted by the 10 th day of each month. Reports provide any issues and concerns that need to be resolved, travel and ODC information provided as contained in the TO.	Review by COR/TPOC	Monthly	>95% accuracy	FAR Clause 52.212-4
Contractor Trip Reports	Contractor trip reports are submitted within 10 days of return from travel. Trip report provides summary of accomplishments/ non-accomplishments during travel, and any follow-up requirements.	Review by COR/TPOC	As needed	>95% of Report received on time, containing required information.	FAR Clause 52.212-4
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	95% accuracy	FAR Clause 52.212-4
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR’s annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)	FAR Clause 52.212-4

-If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

INCENTIVES/DISINCENTIVES:

The COR makes an annual report on Contractor Performance (CPARS or other annual report). The contractor’s failure to achieve satisfactory performance under the contract, reflected in the COR’s annual report, may result in termination of the contract and may also result in the loss of future Government contracts. Additionally, the contractor’s failure to achieve satisfactory performance under the contract may also result in the non-exercise of available options.

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For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. _

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000 9/29/2014 - 9/28/2015

CLIN - DELIVERIES OR PERFORMANCE

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

8000 9/29/2014 - 9/28/2015

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

8001 9/29/2015 - 9/28/2016

8002 9/29/2016 - 9/28/2017

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative to be provided at the time of award.

CONTRACT ADMINISTRATION PLAN (CAP)

FOR FIXED PRICE CONTRACTS

-

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

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a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

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c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

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Enclosure (1)

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.

d. Identify contract noncompliance with reporting requirements to the COR.

e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

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f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

NAME: NAVSUP FLEET LOGISTICS CENTER NORFOLK (FLC)

CHANDRA BRINKLEY

ADDRESS: 1968 GILBERT STREET

NORFOLK, VA 23511

TELEPHONE: 757-443-1442

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

NAME: NAVSUP FLEET LOGISTICS CENTER NORFOLK (FLC)

CHANDRA BRINKLEY

ADDRESS: 1968 GILBERT STREET

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NORFOLK, VA 23511

TELEPHONE: 757-443-1442

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: N/A

Address: -----

Phone: -----

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

(HQ0338) DFAS Columbus Center, South Entitlement Operations

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/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 contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: Daniel Bollinger

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Address:

115 LakeView Pkwy

Suffolk VA, 23435

Phone: 757-203-3280

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: N/A

Address: -----

Phone: -----

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: n/a

Address: -----

Phone: -----

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7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: N/A

Address: -----

Phone: -----

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

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(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

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

2-IN-1

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

GOVERNMENT

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

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Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Service Acceptor (DoDAAC)	N36001
LPO DoDAAC	N36001

*(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)*

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

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

WAWF Acceptor: Sybil Wright: sybil.wright@navy.mil, (757) 203-3087

WAWF LPO: Huey Dennis, huey.dennis@navy.mil, (757) 203-3085

(g) *WAWF point of contact.*

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

N/A

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

(End of clause)

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SLINID	PR Number	Amount
8000	N3600114RC012FS	958200.00

LLA :
AA 1741804 60CN 252 36001 068892 2D C012FS 360014N4DRRQ
Standard Number: N3600114RC012FS

BASE Funding 958200.00
Cumulative Funding 958200.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT REVIEW OF RESUMES The Government reserves the right to review the resumes of contractor employees performing under the contract solely for the purpose of ascertaining their qualifications relative to the personnel qualifications terms of the contract. Accordingly, the contractor shall furnish such resumes to the Contracting Officer upon request by the Contracting Officer's Representative, Ordering Officer or Contracting Officer.

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

(July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a

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SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

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

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security

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matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded

to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will

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be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

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

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

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

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

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SECTION I CONTRACT CLAUSES

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

THE GOVERNMENT MAY REQUIRE CONTINUED PERFORMANCE OF ANY SERVICES WITHIN THE LIMITS AND AT THE RATES SPECIFIED IN THE CONTRACT. THESE RATES MAY BE ADJUSTED ONLY AS A RESULT OF REVISIONS TO PREVAILING LABOR RATES PROVIDED BY THE SECRETARY OF LABOR. THE OPTION PROVISION MAY BE EXERCISED MORE THAN ONCE, BUT THE TOTAL EXTENSION OF PERFORMANCE HEREUNDER SHALL NOT EXCEED 6 MONTHS. THE CONTRACTING OFFICER MAY EXERCISE THE OPTION BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN 7 DAYS OF CONTRACT EXPIRATION.

(END OF CLAUSE)

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

(A) THE GOVERNMENT MAY EXTEND THE TERM OF THIS CONTRACT BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN 7 DAYS OF CONTRACT EXPIRATION; PROVIDED THAT THE GOVERNMENT GIVES THE CONTRACTOR A PRELIMINARY WRITTEN NOTICE OF ITS INTENT TO EXTEND AT LEAST 14 DAYS BEFORE CONTRACT EXPIRATION. THE PRELIMINARY NOTICE DOES NOT COMMIT THE GOVERNMENT TO AN EXTENSION.

(B) IF THE GOVERNMENT EXERCISES THIS OPTION, THE EXTENDED CONTRACT SHALL BE CONSIDERED TO INCLUDE THIS OPTION CLAUSE.

(C) THE TOTAL DURATION OF THIS CONTRACT, INCLUDING THE EXERCISE OF ANY OPTIONS UNDER THIS CLAUSE, SHALL NOT EXCEED 3 ½ YEARS.

(END OF CLAUSE)

252.204-7005 ORAL ATTESTATION OF SECURITY RESPONSIBILITIES (NOV 2001)

(A) CONTRACTOR EMPLOYEES CLEARED FOR ACCESS TO TOP SECRET (TS), SPECIAL ACCESS PROGRAM (SAP), OR SENSITIVE COMPARTMENTED INFORMATION (SCI) SHALL ATTEST ORALLY THAT THEY WILL CONFORM TO THE CONDITIONS AND RESPONSIBILITIES IMPOSED BY LAW OR REGULATION ON THOSE GRANTED ACCESS. READING ALOUD THE FIRST PARAGRAPH OF STANDARD FORM 312, CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT, IN THE PRESENCE OF A PERSON DESIGNATED BY THE CONTRACTOR FOR THIS PURPOSE, AND A WITNESS, WILL SATISFY THIS REQUIREMENT. CONTRACTOR EMPLOYEES CURRENTLY CLEARED FOR ACCESS TO TS, SAP, OR SCI MAY ATTEST ORALLY TO THEIR SECURITY RESPONSIBILITIES WHEN BEING BRIEFED INTO A NEW PROGRAM OR DURING THEIR ANNUAL REFRESHER BRIEFING. THERE IS NO REQUIREMENT TO RETAIN A SEPARATE RECORD OF THE ORAL ATTESTATION.

(B) IF AN EMPLOYEE REFUSES TO ATTEST ORALLY TO SECURITY RESPONSIBILITIES, THE CONTRACTOR SHALL DENY THE EMPLOYEE ACCESS TO CLASSIFIED INFORMATION AND SHALL SUBMIT A REPORT TO THE CONTRACTOR'S SECURITY ACTIVITY.

(END OF CLAUSE)

252.239-7018 SUPPLY CHAIN RISK (NOV 2013)

(A) DEFINITIONS. AS USED IN THIS CLAUSE--

INFORMATION TECHNOLOGY (SEE 40 U.S.C 11101(6)) MEANS, IN LIEU OF THE DEFINITION AT

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FAR 2.1, ANY EQUIPMENT, OR INTERCONNECTED SYSTEM(S) OR SUBSYSTEM(S) OF EQUIPMENT, THAT IS USED IN THE AUTOMATIC ACQUISITION, STORAGE, ANALYSIS, EVALUATION, MANIPULATION, MANAGEMENT, MOVEMENT, CONTROL, DISPLAY, SWITCHING, INTERCHANGE, TRANSMISSION, OR RECEPTION OF DATA OR INFORMATION BY THE AGENCY.

(1) FOR PURPOSES OF THIS DEFINITION, EQUIPMENT IS USED BY AN AGENCY IF THE EQUIPMENT IS USED BY THE AGENCY DIRECTLY OR IS USED BY A CONTRACTOR UNDER A CONTRACT WITH THE AGENCY THAT REQUIRES—

(I) ITS USE; OR

(II) TO A SIGNIFICANT EXTENT, ITS USE IN THE PERFORMANCE OF A SERVICE OR THE FURNISHING OF A PRODUCT.

(2) THE TERM "INFORMATION TECHNOLOGY" INCLUDES COMPUTERS, ANCILLARY EQUIPMENT(INCLUDING IMAGING PERIPHERALS, INPUT, OUTPUT, AND STORAGE DEVICES NECESSARY FOR SECURITY AND SURVEILLANCE), PERIPHERAL EQUIPMENT DESIGNED TO BE CONTROLLED BY THE CENTRAL PROCESSING UNIT OF A COMPUTER, SOFTWARE, FIRMWARE AND SIMILAR PROCEDURES, SERVICES (INCLUDING SUPPORT SERVICES), AND RELATED RESOURCES.

(3) THE TERM "INFORMATION TECHNOLOGY" DOES NOT INCLUDE ANY EQUIPMENT ACQUIRED BY A CONTRACTOR INCIDENTAL TO A CONTRACT.

SUPPLY CHAIN RISK MEANS THE RISK THAT AN ADVERSARY MAY SABOTAGE, MALICIOUSLY INTRODUCE UNWANTED FUNCTION, OR OTHERWISE SUBVERT THE DESIGN, INTEGRITY, MANUFACTURING, PRODUCTION, DISTRIBUTION, INSTALLATION, OPERATION, OR MAINTENANCE OF A NATIONAL SECURITY SYSTEM (AS THAT TERM IS DEFINED AT 44 U.S.C. 3542(B)) SO AS TO SURVEIL, DENY, DISRUPT, OR OTHERWISE DEGRADE THE FUNCTION, USE, OR OPERATION OF SUCH SYSTEM.

(B) THE CONTRACTOR SHALL MAINTAIN CONTROLS IN THE PROVISION OF SUPPLIES AND SERVICES TO THE GOVERNMENT TO MINIMIZE SUPPLY CHAIN RISK.

(C) IN ORDER TO MANAGE SUPPLY CHAIN RISK, THE GOVERNMENT MAY USE THE AUTHORITIES PROVIDED BY SECTION 806 OF PUBLIC LAW 111-383. IN EXERCISING THESE AUTHORITIES, THE GOVERNMENT MAY CONSIDER INFORMATION, PUBLIC AND NON-PUBLIC, INCLUDING ALL-SOURCE INTELLIGENCE, RELATING TO A CONTRACTOR'S SUPPLY CHAIN.

(D) IF THE GOVERNMENT EXERCISES THE AUTHORITY PROVIDED IN SECTION 806 OF PUBLIC LAW 111-383 TO LIMIT DISCLOSURE OF INFORMATION, NO ACTION UNDERTAKEN BY THE GOVERNMENT UNDER SUCH AUTHORITY SHALL BE SUBJECT TO REVIEW IN A BID PROTEST BEFORE THE GOVERNMENT ACCOUNTABILITY OFFICE OR IN ANY FEDERAL COURT.

(E) THE CONTRACTOR SHALL INCLUDE THE SUBSTANCE OF THIS CLAUSE, INCLUDING THIS PARAGRAPH (E), IN ALL SUBCONTRACTS INVOLVING THE DEVELOPMENT OR DELIVERY OF ANY INFORMATION TECHNOLOGY, WHETHER ACQUIRED AS A SERVICE OR AS A SUPPLY.

(END OF CLAUSE)

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SECTION J LIST OF ATTACHMENTS

Past Performance Report Form

Contract Discrepancy Report