

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE J	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 10	3. EFFECTIVE DATE 30-Sep-2009	4. REQUISITION/PURCHASE REQ. NO. N6047809RC002DB	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY FISC Norfolk, Contracting Dept Norfolk 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 carolyn.johnson@navy.mil 847-688-2198	CODE N00189	7. ADMINISTERED BY (If other than Item 6) DCMA SOUTHERN VIRGINIA 2000 Enterprise Parkway, Suite 200 Hampton VA 23666	CODE	S5111A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Gstek 1100 Madison Plaza, Suite A Chesapeake VA 23320-5163		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
[X]		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4357-FK01
		10B. DATED (SEE ITEM 13) 01-Oct-2006
CAGE CODE 00HY8	FACILITY CODE 868850280	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

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

E. IMPORTANT: Contractor [ ] is not, [X] is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)  [REDACTED]		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Marlene K Chambley, Contracting Officer	
15B. CONTRACTOR/OFFEROR  [REDACTED] (Signature of person authorized to sign)	15C. DATE SIGNED 30-Sep-2009	16B. UNITED STATES OF AMERICA BY /s/Marlene K Chambley (Signature of Contracting Officer)	16C. DATE SIGNED 30-Sep-2009

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 2 of 2	FINAL
----------------------------------	----------------------------	----------------------------------	----------------	-------

## GENERAL INFORMATION

The purpose of this modification is to deobligate funding. Accordingly, said Task Order is modified as follows: 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 decreased by [REDACTED] from [REDACTED] to [REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
2003CA	O&MN,N	[REDACTED]		
2003CB	O&MN,N	[REDACTED]		

The total value of the order is hereby increased by [REDACTED]

The funding data has changed as shown below:

2003CA N6047809RC001DB01 [REDACTED]  
 LLA :  
 AE 1791804 60BH 252 40580 068732 2D C001DB 604789NAR46Q

2003CB N6047809RC002DB01 [REDACTED]  
 LLA :  
 AF 1791804 60BH 252 40580 068732 2D C002DB 604789NAR46Q

MOD 10 Funding - [REDACTED]  
 Cumulative Funding [REDACTED]

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 1 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
2000				
2000AA TASK AREA ONE - INFORMATION TECHNOLOGY SUPPORT SERVICES FOR EARLE, NJ (O&MN,N)	1.0	Lot		
2000BA TASK AREA ONE - INFORMATION TECHNOLOGY SUPPORT SERVICES FOR EARLE, NJ (O&MN,N)	1.0	Lot		
2000CA TASK AREA ONE - INFORMATION TECHNOLOGY SUPPORT SERVICES FOR EARLE, NJ (O&MN,N)	1.0	Lot		
2001				
2001AA TASK AREA TWO - ADMINISTRATIVE SUPPORT SERVICES FOR EARLE, NJ (O&MN,N)	1.0	Lot		
2001BA TASK AREA TWO - ADMINISTRATIVE SUPPORT SERVICES FOR EARLE, NJ (O&MN,N)	1.0	Lot		
2001CA TASK AREA TWO - ADMINISTRATIVE SUPPORT SERVICES FOR EARLE, NJ (O&MN,N)	1.0	Lot		
2003				
2003AA TASK AREA ONE - Travel, not to exceed \$8000, invoice IAW JTR. (O&MN,N)	1.0	Lot		
2003AB TASK AREA TWO - Travel, not to exceed \$1,500, invoice IAW JTR.	1.0	Lot		

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 2 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

(O&MN,N)

2003BA TASK AREA ONE - 1.0 Lot  
Travel, not to  
exceed \$8000,  
invoice IAW JTR.  
(O&MN,N)



2003BB TASK AREA TWO - 1.0 Lot  
Travel, not to  
exceed \$1,500,  
invoice IAW JTR.  
(O&MN,N)



2003CA TASK AREA ONE - 1.0 Lot  
Travel, not to  
exceed \$8000,  
invoice IAW JTR.  
(O&MN,N)



2003CB TASK AREA TWO - 1.0 Lot  
Travel, not to  
exceed \$1,500,  
invoice IAW JTR.  
(O&MN,N)





CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 3 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### INFORMATION TECHNOLOGY SUPPORT SERVICES and ADMINISTRATIVE SUPPORT FOR THE NAVY MUNITIONS COMMAND CONUS EAST DIVISION - EARLE (COLTS NECK), NJ

1.0 Scope. This performance work statement covers two main task areas, Information Technology Support Services and Administrative Support Services. Task Area One is the requirement for support of Data Management Systems and other functions to ensure maximum functionality and survivability of Navy Munitions Command Earle. Also, to convert the current legacy systems residing on the Hewlett P3000 to an ORACLE web based system to meet Navy standards. Task Area Two includes providing data entry processing, administrative duties, management of IT and AIT equipment, and assistance with travel arrangements, requests and documentation. The principle tasks involved are described below in "Task Requirements".

#### 2.0 Applicable Instructions

The following instructions are applicable to personnel working under this contract delivery order:

- OPNAVINST 5100.23
- SECNAVINST 5510.30A
- SECNAVINST 5510.36
- NAVSUP P724
- NAVSUP P801/P802/P805/P807
- Ordnance Systems Support Operating Procedures
- General Industry Standard for Occupational Safety and Health
- Design Manuals based on DOD/DON criteria
- Design Manuals based on NMCI criteria

#### 3.0 Task Requirements:

##### 3.1 Task Area One - Information Technology Support

Contractor serves as Data Base Administrator for Navy Munitions Command Earle Explosive Ordnance Legacy systems. Contractor provides support of the Hewlett Packard 3000 server on which the Explosive Railcar Conveyance System, Shipload Planning and Key Inventory and Tracking systems reside. Duties include production and distribution of reports available from the various systems on the HP3000; legacy network and Inventory Management System support; maintaining inventory of all Navy Munitions Command Earle Explosive Ammunition Department legacy computer equipment and printer supplies. Contractor is required to upload data into the Ordnance Inventory Management System from inventory scanners, generate associated reports and maintain Explosive Storage Utilization reports; enter data into Shipload Planning System pertaining to actual assets loaded/offloaded on board pierside vessels; perform Explosive Conveyance (Rail and Truck) verification procedures to ensure that both the Ordnance Inventory and Management System and the Explosive Conveyance Systems are consistent as to contents and presence of railcars; reconcile planned versus actual information for ship loads/offloads reporting any discrepancies. Contractor will prepare EXCEL spreadsheets used for the purpose of maintaining explosive asset visibility in regard to inventory accuracy. Setup and maintain legacy workstation to automate critical scheduled explosive inventory accuracy and explosive safety reports/browsers.

Database Administrator for legacy systems that reside on a Hewlett Packard HP3000. Resolves any problems and monitors HP3000 system (System Administrator). This functional area consists of providing information system software analysis, requirements definition, design, development, test, modification, installation, implementation, quality assurance, training, and documentation to meet the evolving data storage and reporting needs of programs and management of systems critical to the Navy and Marine Corps movement of ammunition and explosives by motor/truck, surface, water, rail both domestic and export.

Ship Load Planning System was developed for the Navy Munitions Command Earle. It provides the ability to produce Explosive ammunition Load Plans and the entry of actual loading information for the various types of Navy/Marine Corps ships (AOE's, Amphibian's and Combatant's) as well as Commercial Ships/Barges serviced by Earle Navy Weapons Station. This System is written in COBOL using HEWLETT/ Packard's IMAGE Data Base Management



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 4 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

System and V/3000 Screen handler. Marine Cargo Specialist and Ship Planners, who set up the Load Plans and Production personnel, who do the actual loading of explosive material, use the system. There are a variety of inquiry and report programs to provide both hardcopy and on-line information about these load plans. The system interfaces with two other systems, the Ordnance Management System (OMS) and the Conveyance System. The interface to the OMS System provides information on the explosive contents of conveyances and magazines. The interface to the Conveyance System provides the ability to inquire on the current location of a conveyance or update a conveyance's status. It consists of 30 programs. When OMS became Retail Ordnance Logistics Management System (ROLMS) Navy Munitions Command Earle started the inquiry about a conversion to ORACLE.

The Conveyance System was developed for Navy Munitions Command Earle. This system is used to locate and track explosive loaded railcars and trucks, schedule the movement of railcars, track maintenance dates for railcars, monitor the explosive weight limitations of barricades, interface with the OMS to report actual contents of all conveyances and supply the Fire and Safety departments with necessary information in the event of a fire involving any conveyances. It was written in COBOL using V3000 as the screen interface and Turbo Image as the database. It runs on a Hewlett Packard 947 located in the Ordnance Department. It consists of 19 programs.

Magazine high security Key and Lock Tracking System was developed for the Navy Munitions Command Earle to inventory and track all explosive storage magazine locks and keys on NWS Earle. It was developed using COBOL as the programming language, Hewlett Packard's IMAGE database and Hewlett Packard's V3000+ screen handler. Inquiries utilizing different search criteria are available both on-line and in report format. The system consists of 7 programs.

Contractor distributes all legacy system reports on a daily basis which supports the mission of Navy Munitions Command Earle to support the war fighter with ammunition and explosives. Accuracy and timeliness of critical reports is essential for daily operations in support of safety and security of ammunition and explosives.

Reconcile and resolve Navy Munitions Command Earle customer Ordnance Information System Wholesale (OIS-W) and Explosive in transits; reconcile and update Monthly Explosive, Hazardous Sign spreadsheet and report findings to Department heads and NWS Earle Fire Department.

Verify that the Ordnance Inventory Management System beginning and backup procedures have functioned correctly. Must be able to troubleshoot current database systems and resolve any known discrepancies.

Verify that all incoming and outgoing daily and monthly ammunition requisition data electronically transmits to OIS-W. Information transactions are significant to the mission of Navy Munitions Command Earle and asset visibility to the U.S. Navy, Coast Guard and Marine Corps.

Performs inventory management of all Ordnance Inventory Management System AIT equipment. Provides trouble shooting and repairs on all AIT equipment to include desk top label makers, hand held scanners, portable barcode makers and MIL-STD 129 material condition code tag software and printers. Provides training on all AIT equipment to explosive ordnance Material Handlers and Inventory Managers.

Creates, tests, implements and maintains Ordnance Inventory Management System database reports when requested by management. Currently 140 different reports are used. Must have an in-depth knowledge of in-service management and logistics policy and procedures for conventional ordnance distribution and stockpile management processes within the DOD/DON. In order to develop these reports contractor must have knowledge of the Net Explosive Weight (NEW) of ammunition, unit pack, cube, material condition codes, ammo security class, ammo defect codes, service type, owner codes, transaction reporting, document identification and requisitioning. Work with Deputy Officer In Charge, Material Management Division Head and Automation, Distribution & Control (AD&C) Branch on special projects dealing with Ordnance Inventory Management System data to determine if any part of the process can be automated and the best way to accomplish tasks.

Pre-screen and research any user problems with the Ordnance Inventory Management System to determine if a trouble call to the Ordnance Inventory Management System Desk is necessary and if so, gather necessary information and place trouble call.

Set up and maintain laptops and related software upgrades for explosive ordnance Material Handlers to use in their work station set up in their work trucks. Set up and maintain Explosive Safety and Security publication (Navy and Marine Corps) system for Navy Marine Corps Intranet (NMCI) workstations and laptops in field vehicles and on an



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 5 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

AOC Det Earle server for online access.

Analyze existing Information Technology (IT) and Information Systems (IS) databases, web sites, and IT applications and recommend new or improved interfaces and improved management tools that meet new management requirements, or improve management effectiveness and efficiency. Modify, implement and maintain web based information systems and links. Develop web-site structure; prepare documentation or population, implementation and operational support of legacy systems, networks, workstations and support equipment hardware and software that are outside the cognizance of NMCI. Conduct Information Assurance (IA) analyses as directed by Department of the Navy.

Information Systems Security Officer (ISSO) for Navy Munitions Command Earle legacy systems which includes server registration and compliance with Fleet Forces Command NETWARCOM directives. COMSEC custodian maintains integrity of COMSEC loads of crypto keys. Maintains security access to the Secret Internet Protocol Router Network (SIPRNET) restricted spaces and liaison with NMCI on-site personnel. Maintains SIPRNET connectivity and trouble shoots outages. Assists government representative with Assistant Control Technical Representative (ACTR) NMCI responsibilities. Control and assign file permissions on NMCI file shares in support of all AOC Det Earle, instructions, directives, administration tasking's, schedules, performance indicators and procedures.

The contractor will perform NMCI compliance by converting COBOL systems to Oracle. The contractor will perform all aspects of development, testing, and implementation of new applications programs and enhancements; resolve routines to complex programming problems and determine appropriate solutions; participate in and design applications systems; prepare system diagram and logic representation; participate in cost-benefit analyses; research available tools and technologies to determine alternative technology solutions; coordinate resolution of problems with the operational system; and confer with users to analyze, develop and maintain programs. Contractor shall possess a thorough knowledge of Hewlett Packard (HP) servers and Common Business Oriented Language (COBOL). Contractor will convert the systems residing on the HP from the programming language COBOL and Turbo Image databases to systems utilizing ORACLE database and a programming language acceptable for Navy Marine Corps Intranet (NMCI). Function as backup computer operator for the Hewlett Packard systems currently running. Convert all adhoc reports from ORACLE Browser to ORACLE Discoverer due to the implementation of a new worldwide web based Ordnance Information System coming this summer.

### 3.2 Task Area Two - Administrative Support

Duties include data entry and monitoring of a mainframe labor/timekeeping system, data entry into mainframe supply requisition, use of software database and word processing programs. Performs travel services and related administrative duties in performing the functions of the office.

Utilizing a mainframe computer network, contractor is responsible for the acquisition of technical and office supplies. Maintains a database for direct and indirect purchases. Edits, researches and monitors the purchases on a daily basis.

Responsible for the input and monitoring of departmental labor hours into a mainframe electronic timekeeping system. Responsible for proper management of inventory for all Information Technology (IT), and Automated Identification Technology Equipment (AIT).

Utilizing various word processing software systems, contractor prepares a wide range of documents for the department including letters, reports, presentation briefings, forms, performance appraisal forms, personnel actions, etc. Contractor has access to classified information up to and including SECRET in the receipt and preparation of correspondence and messages. Contractor is responsible for integrating texts and graphics on a page by increasing/decreasing size and making other necessary format adjustments.

Receives and answers routing telephone inquiries or refers to appropriate staff members; security/visitor information processing; maintains office files in subject and chronological order; receives, routes and distributes mail to appropriate individual; maintains and replenishes office supplies as needed; and updates manuals on policies, directives, studies, etc. Performs a wide variety of record keeping, reporting and informational duties in support of organizational programs, projects, studies, etc.

Works independently on travel and training assignments for Navy Munitions Command Earle. This includes travel



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 6 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

arrangements (i.e. airline/train, car rental, hotel) for both domestic and foreign travel. Initiates paperwork for passports, visitor request and other necessary travel documents.

Calculates all funding aspects of travel, computing per diem and transportation costs. Reviews the final claim for reimbursements/voucher, types data and distributes copies through the disbursing office for liquidation.

#### 4.0 Personnel Qualifications:

Task Area One: Extensive knowledge of the COBOL programming language, V/3000, Turbo Image database, ORACLE 10G, ORACLE forms, ORACLE reports, ORACLE SQL+, SQL Plus+, and ORACLE Database Administration. It is required for at least one Contractor Employee to have knowledge with the processes and procedures in place at the command supported to include the issuing, loading, stowing, planning, acquisition, distribution and control, shipping and receiving, stock control, and reconciliation of Arms, Ammunition and Explosive (AA&E). Knowledge of DON conventional ordnance management infrastructure indicating command relationships as well as interfaces that contribute to the Navy's ability to provide global stockpile management of ammunition. Contractor will be required to submit a resume for one position demonstrating the requirement. Contractor shall submit resumes for all proposed personnel. Must possess or be able to obtain a SECRET security clearance.

Task Area Two: At least one Contractor Employee must have familiarity with the processes and procedures in place at the supported command. Contractor will be required to submit a resume for one position demonstrating the requirement. Contractor shall submit resumes for all proposed personnel. Must possess or be able to obtain a SECRET security clearance.

#### 5.0 Deliverables:

Task Area One: Services as listed above to include Support of Data Management Systems. Convert Navy Munitions Command Earle current software applications (AA&E Legacy Conveyance (truck and rail), Explosive Ship Loading Planning System and Keys) systems residing on a Hewlett Packard (HP) from COBOL to ORACLE.

Task Area Two: Services as listed above to include data entry processing, administrative duties, management of IT and AIT equipment and assist with travel arrangements, requests and documentation.

#### 6.0 Quality Assurance Plan:

The Contracting Officer Representative (COR) shall monitor the contractor's performance in respect to the above deliverables to ensure that they meet the standards set forth in this Performance Work Statement in respect to quality, quantity, and timeliness. Any performance issues will be documented. The contractor shall correct unsatisfactory work no later than the next business day. Failure to do so will count against overall performance standards.

#### 7.0 Places of Performance:

Building C-33, Colts Neck, NJ; Explosive Ordnance Restricted Areas; Carpenter Shop; Explosive Truck Scale House; Explosive Ordnance Pier Complex.

#### 8.0 Government Furnished Material:

The government will provide a workspace including a computer and software for accomplishing the required tasks.

#### 9.0 Travel requirements:



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 7 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

Task Area One: Travel is anticipated several times per year in support of the delivery order and is required not-to-exceed [REDACTED]

Task Area Two: Travel is anticipated at least once per year in support of the delivery order and is required not-to-exceed [REDACTED]

10.0 COR Designation:

TBD

11.0 Contractor Employees Suitability:

Contractor employees performing under this contract may have access to sensitive unclassified or business sensitive information. This requirement warrants a judgment of the employee's trustworthiness. Information under this contract could enable the employees to jeopardize the sensitivity of business related issues or otherwise impede explosive safety and security operations. Contractors should ensure their employees performing work under this contract are cognizant of the particular sensitivity of information or data they will encounter in performance and ensure that business sensitive information is not released in other than authorized circumstances.

12.0 Security Administration:

The Commander, Defense Investigative Service, Director of Industrial Security designated at time of award, is designated Security Administrator for the purpose of administering all elements of military security services.

13.0 Period of Performance:

Base: 1 October 2006 - 30 September 2007

Option I: 1 October 2007 - 30 September 2008

Option II: 1 October 2008 - 30 September 2009

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 8 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION D PACKAGING AND MARKING



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 9 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION E INSPECTION AND ACCEPTANCE

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
2000AA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2000BA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2000CA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2001AA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2001BA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2001CA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2003AA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2003AB	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2003BA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2003BB	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2003CA	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
2003CB	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 10 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

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

2000AA	10/1/2006 - 9/30/2007
2000BA	10/1/2007 - 9/30/2008
2000CA	10/1/2008 - 9/30/2009
2001AA	10/1/2006 - 9/30/2007
2001BA	10/1/2007 - 9/30/2008
2001CA	10/1/2008 - 9/30/2009
2003AA	10/1/2006 - 9/30/2007
2003AB	10/1/2006 - 9/30/2007
2003BA	10/1/2007 - 9/30/2008
2003BB	10/1/2007 - 9/30/2008
2003CA	10/1/2008 - 9/30/2009
2003CB	10/1/2008 - 9/30/2009



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 11 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### Task Order Manager



Accounting Data

SLINID	PR Number	Amount
2000AA	N6047807RC002DB	[REDACTED]
LLA :		
AA 1771804 60BA 250 00109 068732 2D C002DB 00 604787NER46Q		
2001AA	N6047807RC001DB	[REDACTED]
LLA :		
AA 1771804 60BA 250 00109 068732 2D C001DB 00 604787NER46Q		
2003AA	N6047807RC002DB	[REDACTED]
LLA :		
AB 1771804 60BA 250 00109 068732 2D C002DB 00 604787NER46Q		
2003AB	N6047807RC001DB	[REDACTED]
LLA :		
AB 1771804 60BA 250 00109 068732 2D C001DB 00 604787NER46Q		

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 02

2000AA	N6047807RC002DB	[REDACTED]
LLA :		
AA 1771804 60BA 250 00109 068732 2D C002DB 00 604787NER46Q		

MOD 02 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 03

2000BA	N6047808RC0002DB	[REDACTED]
LLA :		
AC 1781804 60BH 250 40580 0 068732 2D C002DB 604788NER46Q		
Standard Number: N6047808RC002DB		
Wide Area Work Flow as per task order		
2001BA	N6047808RC001DB	[REDACTED]
LLA :		
AD 1781804 60BH 250 40580 0 068732 2D C001DB 604788NER46Q		
Standard Number: N6047808RC001DB		
Wide Area Work Flow as per task order		
2003BA	N6047808RC002DB	[REDACTED]
LLA :		
AC 1781804 60BH 250 40580 068732 2D C002DB 00 604787NER46Q		
Standard Number: N6047808RC002DB		
Wide Area Work Flow as per task order		
2003BB	N6047808RC001DB	[REDACTED]

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 12 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

LLA :  
AD 1781804 60BH 250 40580 0 068732 2D C001DB 604788NER46Q  
Standard Number: N6047808RC001DB  
Wide Area Work Flow as per task order

MOD 03 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 07

2000CA N60478809RC001DB [REDACTED]  
LLA :  
AE 1791804 60BH 252 40580 068732 2D C001DB 604789NAR46Q

2001CA N6047809RC002DB [REDACTED]  
LLA :  
AF 1791804 60BH 252 40580 068732 2D C002DB 604789NAR46Q

2003CA N6047809RC001DB [REDACTED]  
LLA :  
AE 1791804 60BH 252 40580 068732 2D C001DB 604789NAR46Q

2003CB N6047809RC002DB [REDACTED]  
LLA :  
AF 1791804 60BH 252 40580 068732 2D C002DB 604789NAR46Q

MOD 07 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 10

2003CA N6047809RC001DB01 [REDACTED]  
LLA :  
AE 1791804 60BH 252 40580 068732 2D C001DB 604789NAR46Q

2003CB N6047809RC002DB01 [REDACTED]  
LLA :  
AF 1791804 60BH 252 40580 068732 2D C002DB 604789NAR46Q

MOD 10 Funding [REDACTED]  
Cumulative Funding [REDACTED]



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 13 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### WAWF INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

Invoices for services rendered under this Contract shall be submitted electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF):

The vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the internet at <http://wawftraining.com/>.

A separate invoice will be prepared for every billing period - monthly. Do not combine the payment claims for services provided under this contract.

Select the 2-in-1 Invoice within WAWF as the invoice type. The 2-in-1 Invoice prepares the Material Inspection and Receiving Report, DD Form 250, and invoice in one document.

Back up documentation (such as timesheets, etc.) can be included and attached to the invoice in WAWF.

Attachments created in any Microsoft Office product are attachable to the invoice in WAWF.

The following information regarding Navy Munitions Command CONUS East Division is provided for completion of the invoice in WAWF:

Issuing Office DODAAC: N00189

Admin DODAAC: N00189

Acceptor DODAAC: N60478

LPO DODAAC: N00109

Pay DODAAC: N68732

The contractor shall submit invoices for payment per contract terms.

The Government shall process invoices for payment per contract terms.

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### QUALITY ASSURANCE SURVEILLANCE PLAN

N00178-05-D-4357-FK01

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of the administrative services is the timely, accurate, and thorough completion of all task order requirements.

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 14 of 18	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

2. Performance Standards

a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the task order.

b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the task order and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.

c. Cost - The Task Order Manager will review monthly invoices to monitor the contractor's expenditures throughout the task order performance period. Also, the Task Order Manager will analyze the impact on cost of any inaccurate management assertions, acceleration of the due dates for financial reports, or the lack of personnel.

d. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to task order requirements and to standards of good workmanship, *the contractor's record of forecasting and controlling costs*, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.

4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, Task Order, etc., as applicable.	Inspection by the Task Order Manager	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the Task Order Manager's annual report on Contractor Performance	Assessment by the Task Order Manager	Annual	All performance elements rated Satisfactory (or higher)
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% accuracy

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 15 of 18	FINAL
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If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

Incentives/Disincentives:

The Task Order Manager prepares an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the task order, reflected in the Task Order Manager's annual report, may result in termination of the task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the /task order may result in the non-exercise of available options.

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.



CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 16 of 18	FINAL
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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.204-7 Central Contractor Registration OCT 2003

52.212-4 Contract Terms and Conditions--Commercial Items OCT 2003

52.212-5 Alt I Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Jun 2004) Alternate I FEB 2000

52.217-5 Evaluation Of Options JUL 1990

52.232-18 Availability of Funds APR 1984

52.248-1 Value Engineering FEB 2000

252.204-7004 Alt A Required Central Contractor Registration Alternate A NOV 2003

252.209-7001 Disclosure of Ownership or Control by the Government of a Terrorist Country MAR 1998

252.212-7001 Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items JUN 2004

### CLAUSES INCORPORATED BY FULL TEXT

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 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 30 days.

(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 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years and 6 months.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 17 of 18	FINAL
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full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/>

<http://www.acq.osd.mil/dp/dars/>

<http://farsite.hill.af.mil/>

(End of clause)

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAR 2003)

CONTRACT NO. N00178-05-D-4357	DELIVERY ORDER NO. FK01	AMENDMENT/MODIFICATION NO. 10	PAGE 18 of 18	FINAL
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## SECTION J LIST OF ATTACHMENTS



Historical Data  
For informational purposes only

Task One IT:

Software Programming [REDACTED] hours for 01 OCT – 30 SEPT

Management Analyst [REDACTED] hours for 01 OCT – 30 SEPT

Data Management Specialist [REDACTED] hours for 01 OCT – 30 SEPT

Data Management Specialist Overtime [REDACTED] hours for 01 OCT – 30 SEPT

Task Two Administrative:

Administrative Specialist [REDACTED] hours for 01 OCT – 30 SEPT



### PAST PERFORMANCE SURVEY

**ATTENTION REFERENCE (EVALUATOR):**

1. Please complete this questionnaire. Handwritten responses are sufficient. If you need more space than that provided, please attach additional pages. Responses will be treated as source selection sensitive information.
2. Please fax or e-mail the completed survey to the individual below no later than the closing date on the Solicitation.



Direct survey completion questions/comments to the above address/individual.

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|   | <b>RATING</b>                      | <b>DEFINITION</b>                                                                                                                                                                                                                            |
|---|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E | Exceptional/High Confidence        | Based on the offeror's performance record, essentially no doubt exists that the offeror will successfully perform the required effort.                                                                                                       |
| V | Very Good / Significant Confidence | Based on the offerors performance record, little doubt exists that the offeror will successfully perform the required effort.                                                                                                                |
| S | Satisfactory/Confidence            | Based on the offeror's performance record, some doubt exists that the offeror will successfully perform the required effort.                                                                                                                 |
| N | Neutral/Unknown Confidence         | No performance record identifiable (See FAR 15.305 (a)(2)(iii) and (iv)).                                                                                                                                                                    |
| M | Marginal/Little Confidence         | Based on the offeror's performance record, substantial doubt exists that the offeror will successfully perform that required effort. Changes to the offeror's existing processes may be necessary in order to achieve contract requirements. |
| U | Unsatisfactory/No Confidence       | Based on the offeror's performance record, extreme doubt exists that the offeror will successfully perform the required effort.                                                                                                              |

**NOTE:** Please provide comments for Unsatisfactory/No Confidence (U), Marginal/Little Confidence (M), Very Good/Significant Confidence (V) and Exceptional/High Confidence (E) ratings. Address which areas the contractor exceeded or failed to meet the contract requirements.



**Contract Information**

Name of Contractor: \_\_\_\_\_ Contract Number: \_\_\_\_\_  
 Contract Title: \_\_\_\_\_ Contract Value: \_\_\_\_\_  
 Type of Contract: \_\_\_\_\_ Period of Performance: \_\_\_\_\_

The ratings below are supplied by the contractor identified above, NOT the offeror.

| Performance Elements                                      | Exceptional | Very Good | Satisfactory | Neutral | Marginal | Unsatisfactory |
|-----------------------------------------------------------|-------------|-----------|--------------|---------|----------|----------------|
| 1. Quality of Service provided                            |             |           |              |         |          |                |
| 2. Timeliness of Performance                              |             |           |              |         |          |                |
| 3. Effectiveness of Management (including subcontractors) |             |           |              |         |          |                |
| 4. Compliance with price estimates                        |             |           |              |         |          |                |
| 5. Customer Satisfaction                                  |             |           |              |         |          |                |
| 6. Overall Performance                                    |             |           |              |         |          |                |

1. Remarks on exceptional/high confidence performance:  
Provide data supporting this observation; you may continue on a separate sheet if needed.

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2. Remarks on unsatisfactory performance:  
Provide data supporting this observation; you may continue on a separate sheet if needed.

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3. Would you do business with      (insert offeror's name)      again? \_\_\_\_\_

4. Please provide the name, title, address, and telephone number of the person completing this questionnaire.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address (Street and P.O. Box): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

5. The Navy FISC Procurement Office thanks you for your assistance in this source selection. If you have any questions, please call Jennifer Boetig at (860) 694-4821.