

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1   2
2. AMENDMENT/MODIFICATION NO. 12	3. EFFECTIVE DATE 28-Jul-2011	4. REQUISITION/PURCHASE REQ. NO. 11599735	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00167	7. ADMINISTERED BY (If other than Item 6) CODE	S3605A

NSWC, CARDEROCK DIVISION, MARYLAND  
9500 MacArthur Blvd  
West Bethesda MD 20817  
christine.i.mitchell@navy.mil 301-227-5763

DCMA Ohio River Valley  
Area C, Building 30 1725 Van Patton Drive  
Wright-Patterson AFB OH 45433-5302

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) GCC Technologies, LLC 685 Mosser Road Suite 13 McHenry MD 21541-1291		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4349-FD01
		10B. DATED (SEE ITEM 13) 23-Apr-2008
CAGE CODE 1NKM8	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

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

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

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

15A. NAME AND TITLE OF SIGNER (Type or print) Shirley Bailey, Authorized Company Representative		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathleen C Bonturi, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Shirley Bailey (Signature of person authorized to sign)	15C. DATE SIGNED 28-Jul-2011	16B. UNITED STATES OF AMERICA BY /s/Kathleen C Bonturi (Signature of Contracting Officer)	16C. DATE SIGNED 28-Jul-2011

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

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

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**GENERAL INFORMATION**

The purpose of this modification is to realign funding in the amount of [REDACTED] from SLIN 100402 to new funding SLIN 100303. Accordingly,

1) The total amount of funds obligated to the task is hereby increased from [REDACTED] by [REDACTED] to [REDACTED]

2) Section B is revised as follows:

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
100303	OTHER	[REDACTED]	[REDACTED]	[REDACTED]
100402	OTHER	[REDACTED]	[REDACTED]	[REDACTED]

3) The total value of the order is hereby increased from [REDACTED] by [REDACTED] to [REDACTED]

4) Section G clause entitled "NAVSEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)" has been revised to read as follows:

ESTIMATED ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	PERFORMANCE
1003	[REDACTED]	[REDACTED]	OPTION III
1004	[REDACTED]	[REDACTED]	OPTION IV

5) The Accounting and Appropriation Data added to Section G is as follows:

MOD 12

100303 11599735 [REDACTED]  
 LLA :  
 AC 97X4930 NH1C 000 77777 0 000167 2F 000000 995380010131

100402 11599735 [REDACTED]  
 LLA :  
 AC 97X4930 NH1C 000 77777 0 000167 2F 000000 995380010131

MOD 12 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

A conformed copy of this Task Order is attached to this modification for informational purposes only.

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----						
1000	Provide Administrative Support to the Operations Department (Base Year) (TBD)	15500.0	LH	██████████	██████████	██████████
100001	Incremental Funding in support of CLIN 1000 (TBD)					
100002	Incremental Funding in support of CLIN 1000 (TBD)					
100003	Incremental Funding in support of CLIN 1000 (TBD)					
1001	Provide Administrative Support to the Operations Department (Option I, Year 2) (TBD)	15500.0	LH	██████████	██████████	██████████
1002	Provide Administrative Support to the Operations Department (Option II, Year 3) (TBD)	15500.0	LH	██████████	██████████	██████████
1003	Provide Administrative Support to the Operations Department (Option III, Year 4) (TBD)	15500.0	LH	██████████	██████████	██████████
100301	Funding in the amount of ██████████. (OTHER)					
100302	Funding in the amount of ██████████. (OTHER)					

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100303 Incremental  
funding in the  
amount of [REDACTED]  
(Section 2.1.1 of  
the Statement of  
Work) (OTHER)

1004 Provide 15500.0 LH [REDACTED] [REDACTED] [REDACTED]  
Administrative  
Support to the  
Operations  
Department  
(Option IV, Year  
5) (TBD)

100401 Incremental  
funding in the  
amount of [REDACTED]  
(Section 2.1.6 of  
the Statement of  
Work) (OTHER)

100402 Incremental  
funding in the  
amount of  
[REDACTED] (Section  
2.1.1 of the  
Statement of  
Work) (OTHER)

100403 Incremental  
funding in the  
amount of  
[REDACTED] (Section  
2.2.1 of the  
Statement of  
Work) (OTHER)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000	Support Costs in support of CLIN 1000 (TBD)	1.0	LO	[REDACTED]
300001	Incremental Funding in support of CLIN 3000 [REDACTED] (TBD)			
300002	Incremental Funding in support of CLIN 3000 [REDACTED] (TBD)			
3001	Support Costs in support of CLIN 1001 (TBD)	1.0	LO	[REDACTED]
3002	Support Costs in	1.0	LO	[REDACTED]

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support of CLIN  
1002 (TBD)

3003 Support Costs in 1.0 LO [REDACTED]  
support of CLIN  
1003 (TBD)

3004 Support Costs in 1.0 LO [REDACTED]  
support of CLIN  
1004 (TBD)

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### STATEMENT OF WORK

This is a performance based Statement of Work. The effort performed hereunder will be evaluated in accordance with the performance standards/acceptable quality levels described in provision CAR H07 in Section H and the Performance Based Evaluation Criteria and Standards Table which is a Section J attachment.

### 1.0 DESCRIPTION

The Naval Surface Warfare Center Carderock Division (NSWCCD) which is located at 9500 MacArthur Boulevard, West Bethesda, MD 20817-5700 has existing requirements to provide administrative specialist and senior analyst personnel in support of various organizations within NSWCCD. The requirements include the following positions:

- SOW 2.1.1 - Two (2) administrative specialists to support the Corporate Information Services Division in the Maritime Technology Information Center (MTIC),
- SOW 2.1.2 - One (1) administrative specialist to support the overall operation of the Corporate Information Services Division,
- SOW 2.1.3 - One (1) administrative specialist to support the Curator of Models office within the Operations Department, Code 30,
- SOW 2.1.4 - One (1) administrative specialist to support the Business Systems & Financial Analysis branch of the Operations Department,
- SOW 2.1.5 - One (1) administrative specialist to support the Corporate Office,
- SOW 2.1.6 - One (1) administrative specialist to support the Resource Protection and Security Divisions,

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- \* SOW 2.1.7 - One (1) or more administrative specialists to support Operations Department in various functional areas as needed,
- SOW 2.2.1 - One (1) senior analyst to support the Commanding Officer's Office, Code 00,

## 2.0 SCOPE OF WORK

2.1 The contractor shall provide the appropriate personnel to support the following administrative specialist positions:

2.1.1 – MTIC – (1.5 positions) The contractor shall provide general management of the facility, establishment of protocol and procedures for the facility, scheduling, marketing, coordination of events and management of event support staff. Additional surge support will be provided by contractor staff as determined by the government according to customer demand. Contractors will maintain a pre-selected and government-approved pool of prospective event personnel to staff larger events. Perform or arrange for event planning, scheduling, catering, budgeting, logistics, liaison with other contractors, administrative support, marketing, message/brand development, writing and publication services and visual media, to include: still, video, multimedia as well as other public affairs support services; receive calls and manage facility requests through the Conference Room Reservation System; meeting/event calendar coordination and publication. The contractor staff must create and maintain a central calendar of events for booking and services acquisition. This calendar should be published for public review on the NSWCCD Web site, the NSWCCD intranet and in specified other media as determined by NSWCCD Corporate Information Services. Coordinate with existing Audio-Visual/Tech Support; provide support for audio visual/video teleconference functions; and coordinate with existing food service provider at West Bethesda for large conferences for catering support. If the on-site food service provider declines to support a large event, obtain catering support from other area vendors.

Position Qualifications – The positions require experience in information technology systems, strong analytical and communications skills, comprehensive understanding of computer technology and experience in working with a highly technical staff. The positions also require individuals with good speaking and listening skills, and must be capable of working independently in a fast paced working environment. The contractors shall apply administrative and technological concepts, principles and practices sufficient to serve at the executive management level, and operate office automation systems and use applicable office automation software; including the ability to produce Word documents, PowerPoint presentations and Excel spreadsheets. The employees must be a U. S. Citizens, have a high school diploma and a minimum of 5 years experience. Must also have a secret clearance.

2.1.2 – Corporate Information Services Division – Provide administrative duties sufficient to serve the Corporate Information Services Division including timekeeping, database entry, spreadsheet and graph development, travel orders and other office duties as required.

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Position Qualifications – This requirement requires the application of administrative and technological concepts, principles and practices sufficient to serve at the executive management level, use of highly developed oral and written communication skills and operate office automation systems including Microsoft office and use applicable office automation software; including the ability to produce Word documents, PowerPoint presentations and Excel spreadsheets. Contractors must have a high school diploma and a minimum of 5 years experience. The employee must be a U. S. Citizen. Desired ability includes use of Defense Travel System, (DTS), Standard Labor Data Collection and Distribution System (SLACADA), Industrial Logistics Support Management Information System (ILSMIS), and Navy Marine Corps Internet (NMCI).

2.1.3 – Curator of Models – Provide administrative duties sufficient to serve the Curator of Models Branch including timekeeping, travel orders, database entry, filing, answering phones and other office duties as required.

Position Qualifications – This position requires an individual with good speaking and listening skills, and must be capable of working independently in a fast paced working environment. The contractor shall apply administrative and technological concepts, principles and practices using highly developed oral and written communication skills; operate office automation systems; and use applicable office automation software. Desired ability includes use of Defense Travel System, Standard Labor Data Collection and Distribution System (SLACADA), Industrial Logistics Support Management Information System (ILSMIS), and Navy Marine Corps Internet (NMCI). The employee must be a U. S. Citizen. Contractor must hold a high school diploma and have a minimum of 5 years experience in related areas.

2.1.4 – Business Systems and Financial Analysis Branch – The contractor shall primarily provide support for Standard Procurement System (SPS) and the Industrial Logistics Support Management Information Systems (ILSMIS), as well as the interface between them and other DoD/DoN systems, including those for financial management and invoice certification and payment processing. Support tasks may include maintaining currency of related policy and process guidance and assisting with required policy implementation and operational issues; assist with the administration, customer assistance, resolution of user issues with functionality and system technical aspects, preparation and update of manuals, desk guides and other documentation related to support systems. Additionally, the contractor shall assist with user training; interaction with other systems offices both at the command and at outside commands; and assist in the preparation of responses to requests for information, data-calls or reports related to SPS, ILSMIS and other related systems and software. Research requirements, collect and tabulate data and draft inputs; Participate in occasional internal and external meetings, planning sessions, ad hoc working groups, informal discussions and other forums, as requested.

The contractor shall also be prepared to provide support for related NSWC specific and standard Commercial Off The Shelf (COTS) operating systems/environments and software programs that may include: Navy Marine Corps Internet (NMCI), Oracle, Microsoft Office, File Maker Pro, ILSMIS/SPS Adapter, Standard Accounting and Reporting System (STARS), Wide Area Work Flow (WAWF), Computer Asset Inventory System (CAIS), Defense Industrial Financial Management System (DIAMS), DOCUSHARE, Electronic Document System (EDA), and similar or related other software.

Position Qualifications – This position requires experience in information technology systems, strong

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analytical and communications skills, comprehensive understanding of computer technology and experience in working with a highly technical staff. This position requires an individual with good speaking and listening skills, and the ability to learn different database systems and be capable of working independently in a fast paced working environment. The contractor shall apply administrative and technological concepts, principles and practices sufficient to serve at the executive management level using of highly developed oral and written communication skills; operate office automation systems; and use applicable office automation software. Desired knowledge of the systems and software programs included above and/or proven experience with interfacing and supporting similarly unique systems. The employee must be a U. S. Citizen. Contractor must hold a high school diploma and have a minimum of 5 years experience in related areas.

2.1.5 – Corporate Office , Code 003– The contractor shall provide Administrative and Clerical Support for the Corporate Office in the following areas: type, copy and file letters, reports, memos, travel orders, travel vouchers, and other similar types of documents; follow correspondence procedures in accordance with our local instruction; proofread, edit, and correct correspondence for errors in format and grammar; perform timekeeping functions; enter data into various computerized databases and tracking systems and create spreadsheets and graphs based on the information contained in these systems; manage office supplies.

Position Qualifications – This position requires the application of administrative and technological concepts, principles and practices sufficient to serve at the executive management level using highly developed oral and written communication skills; operate office automation systems; and use applicable office automation software including the ability to produce Word documents, PowerPoint presentations and Excel spreadsheets. The employee must be a U. S. Citizen. Contractors must have a high school diploma and a minimum of 5 years experience . Desired ability includes use of Defense Travel System (DTS); Standard Labor Data Collection and Distribution System (SLACADA); Industrial Logistics Support Management Information System (ILSMIS); and Navy Marine Corps Internet (NMCI).

2.1.6 – Resource Protection (SAFETY, ENVIRONMENTAL, HEALTH) and Security Divisions – The contractor shall provide administrative and clerical support services for the Resource Protection and Security Divisions to include: receive and distribute incoming mail; type, copy and file letters, reports, memos, travel orders, travel vouchers, and other similar types of documents; ensure correspondence procedures are in accordance with local instructions (all correspondence shall be proofread, edited, and corrected for errors in format and grammar); answer calls to the general ESH and Security office numbers, route calls, and take messages; access customer service requests from the ESH & Security voicemail mailboxes and disseminate those requests to the appropriate program managers; maintain a log of incoming customer service calls; perform timekeeping functions; enter data into various computerized databases and tracking systems; create spreadsheets and graphs based on the information contained in these systems; and manage office supplies.

Position Qualifications – This position requires the contractor to apply administrative and technological concepts, principles and practices sufficient to serve at the executive management level using highly developed oral and written communication skills; operate office automation systems; and use applicable office automation software including the ability to produce Word documents, PowerPoint presentations and Excel spreadsheets. The employee must be a U. S. Citizen. Contractors must have a high school diploma and a minimum of 5 years experience . Desired ability includes use of Defense Travel System, (DTS), Standard Labor Data Collection and Distribution System (SLCADA), Industrial Logistics Support Management Information System (ILSMIS), and Navy Marine Corps Internet (NMCI).

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2.1.7 The contractor shall provide appropriate supplemental clerical/administrative personnel to provide support throughout the Operations Department (Code 30) in various functional areas as may be required.

Position Qualifications - These positions will require a general familiarity in the areas of clerical work in an office environment. The employees must be U. S. Citizens, have high school diplomas and a minimum of 3 years experience. The positions also require individuals with good speaking and listening skills, and must be capable of working independently in a fast paced working environment. The contractors shall apply administrative concepts, principles and practices using highly developed oral and written communication skills; the ability to learn different database systems and be capable of working independently.

2.2 The contractor shall provide the appropriate personnel to support the following Senior Analyst positions:

2.2.1 – Commanding Officer’s Office, Code 00 – The contractor shall provide communications support with respect to message development and communication delivery for the Executive Director and senior Carderock Leadership. This position works with and integrates top level communication strategy from DoD down through the Warfare Center leadership while working with our internal Corporate Communications team to address and strengthen internal and external communications.

Position Qualifications – This position requires an extensive working knowledge of Naval Surface Warfare Center operations, experience in information technology systems, strong analytical and communications skills, comprehensive understanding of computer technology and experience in working with a highly technical staff. This position also requires an individual with good speaking and listening skills, and the ability to learn different database systems and be capable of working independently in a fast paced working environment. The employee must be a U. S. Citizen. Contractors must possess a minimum of 10 years of executive level support experience .

3.0 WORK HOURS – Applies to all the above unless otherwise notated within the scope of work.

Forty hours per week, Monday – Friday (excluding Government holidays), hours per day are 8.5 (excluding a 30 min. lunch period). Contractor shall work their 8.5 hours between the arrival times of 0600-0930 and departure times no later than 1800 hours based on the requirement set forth by the branch/office they are supporting. Specific office/branch may introduce and approve alternate work schedules.

#### 4.0 PERSONNEL QUALIFICATIONS

Requirements for each office are listed above with position qualifications within the description of each function.

5.0 PERFORMANCE PERIOD – Applies to all the above unless otherwise notated within the scope of work.

The performance period under this contractor shall be from effective date of order through five (5) years thereafter to include a base year and four each 1-year options.

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6.0 DELIVERABLES – Applies to all the above unless otherwise notated within the scope of work.

The contractor shall deliver a consolidated monthly status report covering each of the work areas and must, at a minimum, identify the labor hours and costs expended for each employee and any outstanding issues via email to the Technical Point of Contact. The monthly status reports shall be emailed directly to the Task Order Manager identified in the Contract.

7.0 TRAVEL – Applies to all the above unless otherwise notated within the scope of work.

The contractor shall be prepared to fulfill travel requirements when levied. All travel must be approved by the responsible Task Order Manager (TOM) prior to incurring any costs. Travel and incidental expenses reimbursement for approved travel will be based on the approved JTR/FTR rates in effect at the time of travel.

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## SECTION D PACKAGING AND MARKING

Packaging and Marking in accordance with Section D of the base IDIQ contract.

MARK FOR:

N00167

Task Order Manager

Kim Dempsey

Code 3009

9500 MacArthur Blvd.

West Bethesda, MD 20817-5700

[kimberly.dempsey@navy.mil](mailto:kimberly.dempsey@navy.mil)

301-227-4161

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance shall be at destination.

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## SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

52.211-8 TIME OF DELIVERY (JUN 1997)

(a) The Government requires delivery to be made according to the following schedule:

ITEM NO.	QUANTITY	WITHIN DAYS AFTER DATE OF TASK ORDER
1000/3000	BASE	365 days after date of task order
1001/3001	OPTION I	365 days after exercise of option I
1002/3002	OPTION II	365 days after exercise of option II
1003/3003	OPTION III	365 days after exercise of option III
1004/3004	OPTION IV	365 days after exercise of option IV

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## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager  
Kimberly W Dempsey, 3009  
9500 MacArthur Blvd  
West Bethesda, MD 20817-5700  
kimberly.dempsey@navy.mil  
301-227-4161

SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be 77,500 (15,500 per year) total man-hours of direct labor, including (if proposed) subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that 0 (to be identified at the task order level) man-hours are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately 80 total manhours per week between both the Philadelphia and West Bethesda locations. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the total price of this contract proportional to the remaining hours or (ii) require the Contractor to continue to perform the work until the total number

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of man hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the price of this contract.

(End of Clause)

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

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

ESTIMATED ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	PERFORMANCE
100001	██████████	██████████	BASE PERIOD
300001	██████████	N/A	BASE PERIOD
100002	██████████	██████████	BASE PERIOD
100003	██████████	██████████	BASE PERIOD
300002	██████████	N/A	BASE PERIOD
1001	██████████	██████████	OPTION I
1002	██████████	██████████	OPTION II
1003	██████████	██████████	OPTION III
1004	██████████	██████████	OPTION IV

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

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

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

**CAR-G11 INVOICE INSTRUCTIONS (DEC 2007) (NSWCCD)**

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Naval Surface Warfare Center, Carderock Division (NSWCCD) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online



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Inspection Location

\_\_\_\_\_  
DESTINATION

Acceptance Location

\_\_\_\_\_  
DESTINATION

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

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on "Send More Email Notification" and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To:
<a href="mailto:kimberly.dempsey@navy.mil">kimberly.dempsey@navy.mil</a>

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) The WAWF system has not yet been implemented on some Navy programs; therefore, upon written concurrence from the cognizant Procuring Contracting Officer, the Contractor is authorized to use DFAS WinS for electronic end to end invoicing until the functionality of WinS has been incorporated into WAWF.

(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NSWCCD WAWF point of contact Kay Wade at (301) 227-5419 or karen.l.wade@navy.mil.

(End of Clause)

Accounting Data  
SLINID PR Number Amount  
-----  
100001 81017255 XXXXXXXXXX  
LLA :  
AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

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300001 81017255 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

BASE Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 01

100002 81345411 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

MOD 01 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 04

100003 82834049 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

300002 82834049 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

MOD 04 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 06

1001 90569791 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231  
 Funding for CLIN 1001

MOD 06 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 08

1002 92584527 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

MOD 08 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 09

100301 01304491 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

MOD 09 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 10

100302 10039365 [REDACTED]  
 LLA :  
 AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300001231

MOD 10 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 11

100401 11599756 [REDACTED]  
 LLA :

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AB 97X4930 NH1C 000 77777 0 000167 2F 000000 995006000932

100402 11599735 [REDACTED]

LLA :

AC 97X4930 NH1C 000 77777 0 000167 2F 000000 995380010131

100403 11599850 [REDACTED]

LLA :

AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995010000132

MOD 11 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 12

100303 11599735 [REDACTED]

LLA :

AC 97X4930 NH1C 000 77777 0 000167 2F 000000 995380010131

100402 11599735 [REDACTED]

LLA :

AC 97X4930 NH1C 000 77777 0 000167 2F 000000 995380010131

MOD 12 Funding [REDACTED]

Cumulative Funding [REDACTED]

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

#### 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)

(a) Definition. "Small business concern" as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected. (2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

#### CAR-H09 Performance-Based Acquisition Evaluation Procedures for a SeaPort e Task Order (MAR 2006) (NSWCCD)

(a) Introduction: The contractor's performance on this task order will be evaluated by the Government, in accordance with this task order clause. The first evaluation will cover the period ending twelve months after the date of task order award with successive evaluations being performed for each twelve-month period thereafter until the contractor completes performance under the task order. Based on the evaluation results, the PCO will assign an overall performance rating in accordance with paragraph (b) of this clause. The purpose of the evaluation is to determine remedies that may be invoked due to "Unsatisfactory" performance. If the PCO assigns an "Unsatisfactory" performance rating for the period evaluated, the PCO may take unilateral action, in accordance with clause 52.246-4 entitled "Inspection of Services-Fixed Price", dated Aug 1996, in Section E of the base contract, to provide for a price reduction covering the performance period evaluated. This clause provides the basis for evaluation of the contractor's performance and for determining if the profit amount should be reduced due to "Unsatisfactory" performance.

(b) Performance Ratings: The Government will evaluate the contractor's performance of the Statement of Work under the task order for each twelve month period of performance, using the measurable performance standards set forth in the Performance Requirements Summary Table as an attachment to the task order, and the PCO will assign one of the following ratings:

(1) Excellent

(2) Very Good

(3) Satisfactory

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(4) Unsatisfactory

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

Table 1: Overall Performance Ratings

For The Evaluation Period

Overall Performance Rating	Standard
Excellent	“Excellent” ratings for all performance evaluation criteria.
Very Good	A combination of “Excellent” and “Satisfactory” ratings determined by the PCO to exceed Satisfactory” overall.
Satisfactory	A minimum of “Satisfactory” ratings for all performance evaluation criteria.
Unsatisfactory	A rating of “Unsatisfactory” for one or more performance evaluation criteria.

(c) Evaluation Objective: The purpose of the evaluation and the inclusion of a remedy to the Government for unsatisfactory contractor performance under this task order is to ensure that the Government receives at least “Satisfactory” overall performance.

(d) Performance Evaluation Criteria: The contractor’s performance will be evaluated on an annual basis using the criteria and standards provided for each task objective and identified in the attachment entitled, "Performance Evaluation Criteria and Standards".

(e) Organization: The performance evaluation organization consists of the Procuring Contracting Officer (PCO), who will serve as the Evaluation Official, and the Task Order Manager (ToM).

(1) ToM: The ToM will provide ongoing performance monitoring, evaluate task performance based on the task order Performance Requirements Summary, prepare the evaluation report, including a recommended overall performance rating, and submit the report to the PCO for final decision within thirty days after the end of the evaluation period. The ToM will maintain the written records of the contractor’s performance so that a fair and accurate evaluation is made.

(2) Procuring Contracting Officer (PCO): The PCO is responsible for properly administering the performance evaluation process, maintaining the official performance evaluation file, and making the decision about the overall performance rating and whether to reduce the fee if performance is rated as unsatisfactory.

(f) Evaluation Schedule: Each performance evaluation will cover the previous twelve months of performance. The Government will evaluate all work under the task order performed by the contractor during the twelve-month period. Following each evaluation period, the PCO (or Contract Specialist if so designated by the PCO) and the ToM will hold a meeting with the contractor’s Senior Technical Representative to review performance under the task order during the previous twelve months, including overall trends, specific problem areas, if any, and their resolution. Other Government and contractor personnel may also participate as deemed appropriate.

(g) Contractor’s Self-Evaluation: The contractor may also submit a Self-Evaluation Report for consideration. The report must include an overall performance rating for the task order, covering the evaluation period, and may include whatever information the contractor deems relevant to support that rating. The report shall not exceed two (2) pages in length.

(h) Performance Evaluation: The PCO will make the decision on the overall performance rating for the work performed

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under the task order within thirty days after receipt of the evaluation report from the ToM. The decision will be based upon the ToM's recommendations, the contractor's comments, including any Self-Evaluation Report, and any other information deemed relevant by the PCO. The PCO shall resolve disagreements between the ToM's recommendations and the contractor's comments/report regarding the evaluation. The PCO will provide a copy of the evaluation report, including the overall rating, to the contractor within five working days after completion of the evaluation.

(i) Contractor's Review of the Evaluation Report: Contractors shall be given a minimum of 15 calendar days to submit comments, rebut statements, or provide additional information. The PCO shall consider the contractor's submission and respond as appropriate. Although the PCO will consider the contractor's comments, rebuttals, or additional information, the PCO may, or may not, change the overall rating. The decision to change the rating based on contractor input at this stage is solely at the discretion of the PCO.

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

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## SECTION I CONTRACT CLAUSES

In accordance with Section I of the basic contract and

52.217-9 -- Option to Extend the Term of the Task Order.

Option to Extend the Term of the Task Order (Mar 2000)

(a) The Government may extend the term of this task order under option clins 2002 through 2008 by written notice to the Contractor within twelve months after award; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least thirty days before the task order expires. The preliminary notice does not commit the Government to an extension.

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

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

CAR-I18 TECHNICAL INSTRUCTIONS (DEC 2001)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Task Order Manager. As used herein, technical instructions are defined to include the following:

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

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

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instructions may not be used to :

(1) assign additional work under the task order;

(2) direct a change as defined in the "Changes" clause of the base contract;

(3) increase or decrease the contract price or estimated amount (including fee), as applicable,

the level of effort, or the time required for task order performance; or

(4) change any of the terms, conditions or specifications of the task order.

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

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

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52.222-2 Payment for Overtime Premiums (July 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed \$2,000 per year. . .

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## **SECTION J LIST OF ATTACHMENTS**

Performance Based Evaluation Criteria