

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 08	3. EFFECTIVE DATE 08-Mar-2011	4. REQUISITION/PURCHASE REQ. NO. 10460228	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NSWC, DAHLGREN DIVISION 17632 Dahlgren Road Suite 157 Dahlgren VA 22448-5110 maryann.piersall@navy.mil 540-653-7239	CODE N00178	7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342	CODE S2404A	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) SENTEL Corporation 1101 King Street Suite 550 Alexandria VA 22314-2955		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4123-0005
		10B. DATED (SEE ITEM 13) 20-Jun-2010
CAGE CODE 0HUZ5	FACILITY CODE 360638902	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)
SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Unilateral modification pursuant to FAR 52.232-22 Limitation of Funds

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Karen D Lenox, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Karen D Lenox (Signature of Contracting Officer)	16C. DATE SIGNED 08-Mar-2011
(Signature of person authorized to sign)			

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GENERAL INFORMATION

The purpose of this modification is to provide funding.

1. Incremental funding and task order value:

The Line of Accounting information is hereby changed as follows:

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

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

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

2. ACRNs, Lines of Accounting, Requisition Numbers and other financial information associated with this modification appear at the end of Section G.

3. Section G, the value of NAVSEA 5252.232-9104 ALLOTMENT OF FUNDS and FUNDING PROFILE are updated to reflect the funding increases in this modification.

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

DISTRIBUTION

DFAS CO/South Entitlement

DCMA, Virginia

DCAA

NSWCDL Comptroller

Email:



lindsay.j.robinson@navy.mil

AID# 124160

FSC: H199

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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
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For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
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For Cost Type Items:

Item	Supplies/Services Qty	Unit Est. Cost	Fixed Fee	CPFF



For ODC Items:

Item	Supplies/Services Qty	Unit Est. Cost



B.1 USE OF WHOLE DOLLARS ONLY

All Proposals shall be rounded to the nearest dollar.

B.2 TYPE OF ORDER

This is a term (level of effort) order.

Items in the 4XXX and 7XXX series are cost plus fixed fee type.

Items in the 6XXX and 9XXX series are cost only.

B.3 ADDITIONAL CLINS

Additional CLINs may be unilaterally created by the Contracting Officer during the performance of this Task Order to accommodate the multiple types of funds that may be used under this Order. These modifications will not change the overall level of effort, estimated cost, or base fee of the task order.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

INTRODUCTION

This is a performance-based acquisition for Engineering and Technical Services Support and is structured around the results to be achieved as opposed to the manner by which the work is to be performed. The effort performed hereunder will be evaluated in accordance with the performance standards/acceptable quality and the evaluation methods described in Section H, Special Contract Requirements, Quality Assurance Surveillance Plan (QASP).

The contractor shall provide the personnel, material, and facilities necessary to accomplish task assignments within the work areas generally described in the SCOPE OF WORK. Naval Surface Warfare Center Dahlgren Division, (NSWCDD), through the Task Order Manager (TOM), will provide information and technical data necessary for task performance.

BACKGROUND

The Naval Surface Warfare Center Dahlgren Division (NSWCDD) is the Technical Authority for engineering, analytical, and technical expertise for Navy Spectrum Management and electromagnetic compatibility (EMC) programs, and for the development, execution, and maintenance of the Afloat Electromagnetic Spectrum Operations Program (AESOP) frequency management software, the NATO Electromagnetic Operational Programme – 2007 (NEOP-2007) frequency management software, and associated utilities and documentation.

The Contractor shall provide engineering, analytical, and technical expertise for Navy Electromagnetic Compatibility (EMC) programs and for the development, execution, and maintenance of the AESOP spectrum management software and associated utilities and documentation. Software and documentation associated with AESOP include *Electromagnetic Compatibility Criteria for Navy Systems* (U) (NAVSEA S9407-AA-GYD-010/(S) OP-3840), NEOP-2007, Allied Naval Engineering Publication (ANEP) 62 *NEOP-RADAR User's Guide*, High Frequency Propagation (HF PROP), and Satellite Availability Analyst (SA2).

GENERAL

The Contractor shall provide technical and engineering support in the following electromagnetic compatibility (EMC) technical areas: engineering and analysis; testing and test support; software development, integration, and testing; documentation; and database management. The programs that are supported include the following: AESOP, NEOP-2007, Spectrum Management, Shipboard Electromagnetic Compatibility Improvement Program (SEMCIP), Air Systems Electromagnetic Interference Corrective Action Program (ASEMICAP), Ballistic Missile Defense (BMD), Hazards of Electromagnetic Radiation to Ordnance (HERO), Radiation Hazards (RADHAZ), Surface Ships (U.S. Navy, allied navies, US Coast Guard, Military Sealift Command), Aircraft (both rotary and fixed wing), Submarines, Missile System Electromagnetic Environmental Effects (E³) Support, Spectrum

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Supportability, Spectrum Certification, Host Nation Spectrum Coordination, Department of Defense Form 1494 (DD-1494) “Application for Equipment Frequency Allocation,” EMC Support for Ship New Construction and Overhaul, Integrated Topside Design (ITD), Total Ship E³, Electromagnetic Pulse (EMP), Electromagnetic Interference (EMI), Hazards of Electromagnetic Radiation to Personnel (HERP), Hazards of Electromagnetic Radiation to Fuel (HERF), Emission Control (EMCON), Counter Radio-Controlled Improvised Explosive Device (IED) Electronic Warfare (CREW), Electronic Warfare, Information Warfare, and Information Operations.

DATA DELIVERABLES

A master Contract Data Requirements List (CDRL) for this requirement is provided as an attachment. Specific titles, frequency, due dates, distribution, and other special requirements may be included in Technical Instructions.

PERFORMANCE OBJECTIVES

NSWCDD expects to improve its current spectrum management capabilities through this task order in several ways. Primary among these is to increase the scope of systems and analysis capabilities of the Afloat Electromagnetic Spectrum Operations Program (AESOP) software. In addition, open system approaches for data transfer/exchange and both stand-alone and web-based interface capabilities are to be integrated into AESOP.

SCOPE OF WORK

The purpose of this contract is to provide a full range of operational spectrum management and electromagnetic compatibility engineering support. This includes such activities as the following:

Work Area 1: Engineering and Technical Test and Analysis Requirements

The Contractor shall provide engineering and technical tests and analyses in support of frequency management and spectrum planning as follows.

1.1 Engineering Measurements

The Contractor shall conduct engineering measurements to determine electromagnetic compatibility criteria involving systems that are used by Navy assets and for those systems which may cause interference to Navy equipment. The Contractor shall develop test plans, assemble test equipment, conduct tests, analyze results, and document results for application to Fleet software tools. (CDRLs A002, A005, A006)

1.2 Fleet Operations Evaluation

The Contractor shall provide engineering and technical support for the evaluation of naval and joint deployments and deployment methods to determine electronic system employment requirements to assure maximum electromagnetic compatibility (EMC). The Contractor shall compare fleet deployment methods and events to the promulgated frequency plans to assess operational feasibility of the frequency plan. (CDRL A006)

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1.3 Off-Site Testing

The Contractor shall participate in shipboard, airborne, and land-based testing (exact sites TBD) to gather EMC data for frequency management programs. Activity reports shall be written for all off-site testing efforts. (CDRL A008)

1.4 Frequency Plan Development

The Contractor shall develop frequency plans for fleet use, incorporating the latest EMC guidance, operational posture and mission. The frequency plans shall be formatted for promulgation by ships' crews to meet mission objectives. (CDRL A010)

1.5 EMI Test Plans and Execution

The Contractor shall develop test plans for exercises (Navy, joint, and combined) and other operations of opportunity for identification, quantification, and resolution of EMI. The Contractor shall use engineering tools and hardware to collect emitter data for combat systems, communications systems, electronic warfare systems, and navigation aids; and analyze this data for determination of EMI/EMC criteria, verification of EMI models, and compliance of the AESOP frequency guidance. The Contractor shall identify developmental or modified systems that require reassessment for impact on the overall electromagnetic posture of fleet forces. (CDRL A002, A005, A006)

1.6 Measurement Tools/Techniques

The Contractor shall provide engineering and technical support for enhancements to current spectrum measurement systems and other radio frequency (RF) measurement and monitoring tools and hardware. This support shall include development and/or modification of control, data analysis, data reduction, data transfer, communication network, data distribution, and human-computer interface software; and assistance in selection of COTS equipment for hardware upgrades to support spectrum monitoring and spectrum management projects. The Contractor shall identify threshold and target features, fidelity, sensitivity, direction finding, emitter identification, installation considerations, cost trade-offs, etc., for state-of-the-art spectrum monitoring hardware to meet fleet and installation spectrum management and passive electronic warfare/electronic support measure requirements. The Contractor shall use measurement tools (GFE) at government facilities to assist in the spectrum recording, playback, analysis, identification, and quantification of signals of interest. (CDRL A003)

1.7 Spectrum Implementation and Compliance

The Contractor shall use computer programs, models, simulations, and system specification data (GFI) to perform analyses of existing and developmental electronic systems to assess and predict potential electromagnetic interference (EMI) with electronic systems within the Navy, Coast Guard, Auxiliary, Reserve, non-government and/or private industry, joint forces, and allied forces, in both open-ocean and littoral environments, and provide assessments of system compliance with and implementation of spectrum regulations for the Department of Navy, the United States, and the International Telecommunications Union (ITU). The Contractor shall assist with the preparation of Department of Defense Form DD-1494, Application for Equipment Frequency Allocation, and shall provide technical recommendations to spectrum supportability questions. The Contractor shall perform impact assessments for proposed changes to spectrum laws and regulations both nationally and

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internationally. The Contractor shall review and comment on white papers, and shall draft white papers as appropriate, relating to operational impacts of spectrum regulations on systems' spectrum use. (CDRL A011)

1.8 Engineering Measurements

The Contractor shall conduct engineering measurements to determine electromagnetic parametric data for systems that require a DD-1494. The Contractor shall prepare DD-1494 forms with the appropriate data, and shall review DD-1494 forms for equipment. The Contractor shall assist with obtaining frequency assignments for use of communications-electronic equipment in geographic areas of operation, on ranges, and for tests. (CDRLs A006, A011)

1.9 Emerging Spectrum Technologies

The Contractor shall provide technical guidance for emerging spectrum technologies, to include identification of candidate frequency bands for international supportability, reduction of potential blue-force and civilian interference, and operational impact assessments. (CDRL A006)

Work Area 2: Software Development Requirements

The Contractor shall ensure compatibility between AESOP and the following programs: NEOP-2007; SA2, HF PROP, and Military Communications-Electronics Board (MCEB) Publication 7 *Frequency Resource Record System (FRRS) Standard Frequency Action Format (SFAF)*, and MCEB Publication 8 *Standard Spectrum Resource Format (SSRF)*.

The Contractor shall utilize commercially available programs and applications for development and expansion of AESOP and its associated utilities and documents as follows:

1. Microsoft Visual Studio 2005, Version 8.0.50727.24
2. Microsoft .NET Framework, Version 2.0.50727.
3. Microsoft Team Foundation Explorer & Server 2005
4. MadCap Flare 3.1
5. SQL Server 2005
6. Wise Installation Studio 7
7. Microsoft XML 4.0 SP2
8. Compaq Visual Fortran Professional Edition 6.5.0 (used for APM)
9. CJMTK ArcGIS Engine COM Dev Kit Ver. 9.3.1
10. CJMTK ArcGIS Engine Runtime Ver. 9.2
11. CJMTK Military Extensions Ver. 9.2
12. Adobe Acrobat 8.0
13. Microsoft Windows 2000, Service Pack 4, Update Rollup 1
14. Microsoft Windows XP, Service Pack 1 or higher
15. Microsoft Vista with or without service packs
16. Microsoft Office 2003 and 2007, including Microsoft Project
17. Roxio Media Creator 9.0
18. OrdiTouch 1.0

The Contractor shall develop frequency management software and provide support for the software as

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follows:

2.1 AESOP Expansion/Improvements

The Contractor shall provide analytical, engineering, software development, and technical support to expand the current AESOP for application to Force Level, littoral, joint, and combined operations. This expansion shall include, but not be limited to, consideration of operational alternatives, inclusion of restrictive frequency operational bands, use of tactics in frequency assignment algorithms, redesign of frequency selection algorithms as needed, consideration of operational priorities with respect to platform or equipment capabilities and missions, and enhancement of the software user interface. The Contractor shall deliver source code, associated utilities, installation scripts, help files, and executable code. The Contractor shall document all COTS software, utilities, libraries, and applications; to include manufacturer, package name, version number, and license requirements; that are used in the AESOP software expansion processes. (CDRL A003)

2.2 Software Expansion/Improvements Requirements

The proposed and approved software capabilities shall be documented in a Software Requirements Document in accordance with the Software Engineering Institute's Capability Maturity Model Integration (SEI CMMI) best practices. The Software Requirements Document shall be composed of requirements provided by the government and approved by the AESOP Software Configuration Control Board Integrated Product Team (SCCB IPT). The documentation shall be updated to reflect changes determined by the SCCB IPT. The current status of the software development efforts shall be reported on a monthly basis. Requirements shall be tracked from inception through implementation. The Contractor shall conduct software builds with requirement traceability to permit removal/extraction of software associated with targeted requirements in the event of changes to the military operational environment. (CDRL A003)

2.3 AESOP Open Architecture (OA), Object-Oriented Design (OOD)

The Contractor shall develop AESOP software and algorithms using an open architecture and object-oriented design techniques for allocation of limited resources to satisfy supply/demand inequities. These resource management algorithms shall consider tactical and operational realities in a military environment. (CDRL A003)

2.4 AESOP Common Navy Operating Environment Compliance

The contractor shall develop AESOP software code that is compliant with current DoD/DoN architectures and common operating environments to maximize portability and supportability across Navy ships, to minimize Fleet learning curves for software use, and to support interoperability with other navy programs, such as GCCS-M, C2PC, and Defense Computing Enterprise services. The contractor shall coordinate with cognizant agencies as required, and shall incorporate the published guidance during software development as needed for transparent interface between software operating environments. The contractor shall follow standards for the graphical user interface that mirror the "look and feel" of current commercial software applications adopted by the U.S. Navy's standard computers networks [Navy Marine Corps Internet (NMCI), Information Technology for the 21st Century (IT-21), Outside the Continental United States (OCONUS) Navy Enterprise Network (ONE-NET)]. (CDRL A003)

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2.5 Frequency Management Algorithms

The Contractor shall provide engineering support to develop frequency management algorithms for electronic systems presently not included in AESOP or other frequency management programs, as well as for existing electronic systems which are included in the programs but have undergone modification (i.e., updates to communications, weapons, radar systems; modified waveforms; relocation of equipment; reallocation of spectrum access; etc.). The Contractor shall also improve/update existing algorithms and adapt them to end-user computer systems, to include current Navy standard computer workstations and client-server or web-based environments. These updated algorithms shall be incorporated into existing frequency management programs. (CDRL A003)

2.6 AESOP Software and Utility Testing

The Contractor shall provide engineering and analytical support for testing, evaluation, validation, and verification of frequency management software programs. The Contractor shall develop test data sets which fully exercise software program branches and shall ensure controlled handling of error conditions. Testing shall be documented in accordance with the SEI CMMI best practices. (CDRL A003)

2.7 Databases

The Contractor shall develop, maintain, and/or access up-to-date databases of electronic system installations, modifications, and other ship, aircraft, or site-related information necessary to keep frequency management products, such as AESOP, OP-3840, and NEOP-RADAR, current with the operational environment. The Contractor shall populate these technical databases with applicable data to support Fleet operations and spectrum planning. The Contractor shall develop and maintain databases to support tracking of message traffic, points of contact, and fleet training and support. Databases and associated queries, report formats, and other utilities shall be delivered to the Government. Database shall be maintained in formats that are in compliance with Navy-approved database software packages. (CDRLs A003, A007)

2.8 EMI Prediction

The Contractor shall use computer modeling, simulations, and system specification data (GFI) to perform analyses of both proposed and developmental Navy electronic systems to assess and predict potential electromagnetic interference (EMI) with existing electronic systems within the Navy, Coast Guard, Auxiliary, Reserve, non-government and/or private industry, joint forces, and allied forces, in various operational environments and propagation conditions. (CDRL A010)

2.9 EMC Analysis Software

The Contractor shall perform analyses required to ensure maximum electromagnetic compatibility (EMC) between electronic systems as part of the above mentioned frequency management programs. These efforts shall include the identification, generation, or maintenance of analytical or application computer programs required to support or augment these frequency management programs. This shall include documentation of analysis efforts and results. (CDRL A003)

2.10 Models/Simulations

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The Contractor shall provide engineering and analytical support to the identification, evaluation, and validation of simulations and models for EMI prediction and resolution. The Contractor shall utilize EMC models to perform analyses in the development of AESOP to determine the effects of EMI at the equipment, platform, and force levels. The Contractor shall integrate applicable/validated models into AESOP for coordination of additional Navy, joint, combined, and/or civilian systems. (CDRL A003)

2.11 Software Test Plans

The Contractor shall develop/provide input to frequency management plans, procedures, and/or strategies, including test plans for testing or evaluation of new or modified software and procedures for exercising all software branches for the various frequency management programs. Test Plans and Test Results shall be documented in accordance with the SEI CMMI best practices. (CDRL A002)

2.12 Model Validation

The Contractor shall support model validation efforts of the EMI prediction models in NEOP-RADAR and AESOP. The Contractor shall participate in field tests, and in simulated and real world data collection efforts (sites TBD) for comparison to modeled results. (CDRL A008)

2.13 Model Improvements

The Contractor shall develop and/or enhance AESOP/NEOP-RADAR models to improve accuracy, performance, scope, and flexibility. The Contractor shall tailor and/or improve model algorithms to better simulate real world results and fleet experience. This effort shall include software improvements to the models that result from validation efforts, inspection and analysis, field tests, and fleet feedback. (CDRL A003)

Work Area 3: Engineering and Technical Documentation Support Requirements

Applicable documents are listed below. The applicable portions of these documents for use by the Contractor shall be specified by the Task Order Manager (TOM) as required.

NAVSEA S9407-AA-GYD-010/(S) OP-3840 <i>Electromagnetic Compatibility Criteria for Navy Systems (U)</i>
<i>AESOP Spectrum Restrictions and References (U), Revision 3</i>
<i>AESOP Spectrum Planning Guide (FOUO)</i>
Military Communications-Electronics Board (MCEB) Publication 7 <i>Frequency Resource Record System (FRRS) Standard Frequency Action Format (SFAF)</i> , and MCEB Publication 8 <i>Standard Spectrum Resource Format (SSRF)</i> .
NTP 6 <i>Naval Telecommunications Procedures Spectrum Management Manual</i>
NWP 6-01 <i>Basic Operational Communications Doctrine</i>
OPNAVINST 2400.20F <i>Navy Management of the Radio Frequency Spectrum</i>
Allied Planning Publication 4 <i>Allied Maritime Formatted and Structured Messages</i>

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Allied Communications Publication 176 <i>Allied Naval Maritime and Air Communication Instructions</i>
Allied Communications Publication 113 <i>Call Sign Book for Ships</i>
OPNAVINST 2450.20F <i>Electromagnetic Environmental Effects and Spectrum Supportability Policy and Procedures</i>
IEEE STD 12207 <i>Standards for Information Technology and Software Life Cycles</i>
Carnegie Mellon Software Engineering Institute <i>Capability Maturity Model Integration (CMMI)</i>
<i>Department of Defense Architecture Framework (DoDAF) Volume III: Architecture Data Description</i>
DoDI 4650.01 <i>Policy and Procedures for Management and Use of the Electromagnetic Spectrum</i>
DODD 3222.3 <i>DoD Electromagnetic Environmental Effects (E3) Program</i>

The Contractor shall provide documentation support as follows:

3.1 Operational Publication

The Contractor shall update, enhance, draft, format, and produce the document NAVSEA S9407-AA-GYD-010/(S) OP-3840, *Electromagnetic Compatibility Criteria for Navy Systems (U)*, for distribution to fleet frequency coordinators, communications planners, combat systems and electronic warfare personnel, and Navy commands. The Contractor shall review and comment on updates and revisions to other spectrum management-related documents, directives, standards, and instructions. (CDRLs A004, A010)

3.2 AESOP Project Documents

The Contractor shall provide the documentation requirements of the frequency management programs to develop, maintain, and augment AESOP, OP-3840, NEOP-2007, and other frequency management related documents. These documents include those tracking and oversight documents specified in the Software Engineering Institute's Capability Maturity Model Integration (CMMI), and specifically include Software Requirements Specifications, Software Design Documents, Project Plans, Configuration Management Plans, Software Test Plans, Software Quality Assurance Plans, and Database Design and Structure Documents. (CDRLs A001, A002)

3.3 Meeting Minutes

The Contractor shall record, format, distribute, and maintain documentation for fleet support to include meeting minutes from Software Configuration Control Board Integrated Product Team meetings and other meetings that support frequency management programs. These meetings include code reviews, peer reviews, and design reviews. (CDRLs A001, A009, A013)

3.4 Fleet Documents

The Contractor shall develop, format, update, and maintain documentation for fleet support to include Littoral Restrictions, Guidance, References; Software Version Description Documents, and operational

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instructions. The Contractor shall develop standing Operational Tasking Communications Plans (OPTASK COMM Plans) for fleet areas of responsibility and shall coordinate frequency usage with the local area frequency coordinators. The Contractor shall format standing OPTASK COMM Plans for inclusion in the AESOP software and for posting on the government web site. The Contractor shall review, comment, and update spectrum-related tactical memoranda (TACMEMOs). (CDRLs A004, A012)

3.5 Spectrum Management Newsletters and Web Site

The Contractor shall compile data to develop and produce the AESOP newsletter for government publishing. The Contractor shall format data for fleet access via a web site within the military domain space. (CDRL A012)

Work Area 4: Fleet Operational Support Requirements

4.1 Fleet Support

The Contractor shall provide assistance and guidance to users (Fleet personnel) of frequency management products, such as AESOP, OP-3840, and NEOP-RADAR. This effort shall address standard fleet operational practices, as well as atypical situations and requirements to meet mission or exercise objectives. The Contractor shall respond to fleet emails (both classified and unclassified), mailings, phone calls, and other fleet questions (e.g., face-to-face) to assist Sailors in completion of spectrum planning and coordination duties. (CDRL A007)

4.2 Fleet Training

The Contractor shall produce, maintain, and update audio/visual, computer-based, electronic, and hardcopy training materials and scripts to support Navy spectrum planning and management efforts. The Contractor shall maintain updates to the training materials and shall provide fleet training as required, typically three (3) times per month at various locations. The Contractor shall document the training events in an Activity Report. (CDRL A007)

4.3 Fleet Frequency Plan Development and Review

The Contractor shall review and develop frequency plans as required to support fleet operations. The Contractor shall develop frequency plans upon request by Sailors, and shall incorporate into the plan the specific mission's operational requirements. The Contractor shall review fleet-generated frequency plans (GFI) for accuracy and shall provide corrective or alternative solutions as needed for fleet compliance with spectrum regulations, directives, and laws. (CDRL A010)

Work Area 5: Configuration Management

5.1 CM Support

The Contractor shall provide configuration management (CM) support for tracking, control, and integration of software versions during development, testing, and production stages. The Contractor shall also provide CM of software and documentation distribution, to include software serial number cross-reference with software user/recipient.

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5.2 Software Documentation/Capability Maturity Model Integration (CMMI)

The Contractor shall develop documentation, drawings, and associated lists of software object definitions for new and modified software sections. The Contractor shall follow established CMMI Level 2 or higher best practices and procedures in software support efforts and in documentation of processes. (CDRL A001)

5.3 Meetings

The Contractor shall participate in meetings, panels, review boards, etcetera, involving Navy frequency management and spectrum usage considerations. (CDRL A009)

5.4 Briefing Materials

The Contractor shall provide analytical, editing, graphic, and reproduction support for development of briefing materials for frequency management programs. This shall include the preparation of multimedia briefing materials. Approximately three (3) briefings per month will be given by Government personnel to various Government and Contractor activities. Briefing material shall include such aids as electronic slides, photographs, and reproducible hard copies. The Contractor shall also prepare tailored audiovisual and computer-based briefing materials as required (approximately six per year). (CDRL A015)

5.5 Briefings

The Contractor shall provide frequency management briefings to designated Government and Contractor activities. Approximately four (4) briefings per month will be given by Contractor personnel to support training and other frequency management efforts. The Contractor shall prepare hardcopies, computer-based briefings, software demonstrations, and audiovisual briefing materials as required to support multimedia briefings. (CDRLs A007, A015)

Work Area 6: Progress Reporting

The contractor shall submit a Monthly Progress Report by the 21st of the month following the month being reported. The cutoff date of the report shall be the same as that used for invoicing purposes by the prime contractor. Any and all subcontractor/consultant data shall be current through the "as of" date of the report. The report shall be unclassified. E-mail submission is encouraged. The specific format shall be approved by the Task Order Manager (TOM) and the Contract Specialist. The following information shall be provided as a minimum. (CDRL A014)

6.1 Technical

- a. Discuss efforts performed during the reporting period.
- b. Discuss the status of any assigned deliverables. This shall include CDRL reference, deliverable title, date due and date delivered.
- c. Identify any problems encountered (technical/schedule/cost) and resolutions.

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- d. Specifically note if there are any unresolved problems/issues at the end of the reporting period.
- e. A listing of all key personnel to include: name (person originally proposed and subsequent substitution) and percent of actual availability. (Actual availability is defined as the amount of time actually being charged to work under the task order.)
- f. The final report for each contract period shall include a cumulative list of all deliverable items provided. Detail shall be the same as that provided in monthly reports.

6.2 REMOVED

6.3 Semi-annual in-progress reviews (IPRS)

The contractor shall prepare In-Progress Reviews (IPRs) to be held Semi-Annually or more frequently if requested by the Government at a location mutually agreed upon by the Contractor and the Government. The Contractor's IPR presentation shall contain, at a minimum, the following information:

- a. Task Order Number, Period of Performance, Total Value
- b. An organization chart listing all personnel who are currently working under the task order. The chart shall show areas of responsibility and lines of control. The chart shall include and identify subcontractor personnel.
- c. Description of each WA completed or currently being performed, to include the PWS or Technical Direction Reference Number and a detailed description of technical efforts to date, schedules, progress made, problems encountered and resolved, recommendations, and planned efforts.
- d. A graphic depiction of planned and actual labor hours to date, along with planned hours to complete contract requirements. Potential under-runs or over-runs should be noted and explained.
- e. A graphic depiction of planned, invoiced, and actual dollar expenditures, along with planned expenditures to complete. Potential under-runs or over-runs should be noted and explained.
- f. A listing, by contract labor category, of all personnel approved for work on the contract. Subcontractor personnel should be identified to the appropriate firm.
- g. Identification of any administrative problems encountered in performance of the task order.

6.4 Contractor Expense Reporting System (CERS)

Contractors supporting the Warfare Systems Program Office (WSPO) Code W05 shall use CERS to record funding expenditures. CERS is a browser based web application with the Integrated Budget, Planning and Execution System (IBPES) tool used by W05 for Funds Management, Procurement Allocations, Budgeting, and Out Year Planning. W05 requires expenses, consisting of labor and "Other" (i.e. travel, sub-contracts, and any other direct expenses) by invoice, in addition to an estimate of funded work performed to be reported each month. The contractor shall report all invoiced contract execution by requisition (SLIN) in the Requisition Tab for the previous month. The estimated funded work performed by WBS/TPS shall be reported in the WBS Tab to capture estimated costs to date. All reporting is due to be submitted by the 20th of each month.

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W05 required data shall be captured in the “Labor” and “Other” fields of CERS. W05 does not require inputs to the “Hours” or “Travel”. The “Labor” fields capture the labor expenses and the “Other” field shall capture the “ODC” expenses for SeaPort and Travel and other indirect expenses for the non-SeaPort contracts.

Contractors shall coordinate all requests for CERS training with the Task Order Manager (TOM)/Contracting Officer’s Representative (COR) for the contract. The TOM/COR shall provide the Contractor with the WSPO CERS Procedural Document that provides instructions on how to utilize and gain access to CERS and coordinate direct requests for training with W05.

APPLICABLE DOCUMENTS AND GOVERNMENT FURNISHED INFORMATION

In addition to the Engineering and Technical Documentation Support Requirements listed in Work Area 3 above, the following documents listed herein are applicable to the performance of this requirement and will be furnished as GFI at no cost to the contractor on an as-needed basis:

1. AESOP Spectrum Planning Guide, Revision 1, 1 October 2008
2. AESOP System Requirements Document (SRD), Revision 2, 30 June 2008
3. AESOP 2.0 Software Requirements Specification Final, Revision 6, 30 March 2007
4. AESOP Software Development Standards, Revision 2, 28 February 2009
5. AESOP 2.1 Summary Test Report, Revision 0, December 2008
6. AESOP Configuration Management Plan, Revision 4, 10 December 2008
7. AESOP 2.0 Software Test Plan, Revision 5, 10 December 2007
8. AESOP 2.1 Version Description Document (VDD), Revision 0, 1 October 2008

SECURITY

The Department of Defense Contract Security Classification Specification (DD Form 254) (Attachment J.1) provides the security classification requirements for this order. The contractor shall obtain facility and personnel security clearances as required by the Department Industrial Security Program prior to starting to work on tasks requiring clearances. Access to classified spaces and material and generation of classified material shall be in accordance with the attached DD Form 254.

DIGITAL DELIVERY OF DATA

(a) Delivery by the Contractor to the Government of certain technical data and other data is now frequently required in digital form rather than as hard copy. Such delivery may cause confusion between data rights and computer software rights. It is agreed that, to the extent that any such data is computer software by virtue of its delivery in digital form, the Government will be licensed to use that digital-form data with exactly the same rights and limitations as if the data had been delivered as hard copy.

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(b) Any limited rights legends or other allowed legends placed by a Contractor on technical data or other data delivered in digital form shall be digitally included on the same media as the digital-form data and must be associated with the corresponding digital-form technical data to which the legends apply to the extent possible. Such legends shall also be placed in human-readable form on a visible surface of the media carrying the digital-form data as delivered, to the extent possible.

USE OF INFORMATION SYSTEM (IS) RESOURCES

Contractor Provision of IS Resources

Except in special circumstances explicitly detailed elsewhere in this document, the Contractor shall provide all IS resources needed in the performance of this contract. This includes, but is not limited to computers, software, networks, certificates, and network addresses.

Contractor Use of NSWCDD IS Resources

In the event that the contractor is required to have access to NSWCDD IS resources, the login name used for access shall conform to the specified login naming convention. If the contractor requires access to applications/systems that utilize client certificates for authentication, the contractor is responsible for obtaining requisite certificates from a DOD or External Certificate Authority.

If this task order requires that the contractor be granted access and use of NSWCDD IS resources (at any site), the IS shall be accredited for contractor use in accordance with procedures specified by the Information Assurance Office.

Connections Between NSWCDD and Contractor Facilities

If there is a requirement (specifically delineated elsewhere in this contract) for interconnection (e.g., link level or Virtual Private Network (VPN)) between any facilities and/or ISs owned or operated by the contractor and ISs owned or operated by NSWCDD, such interconnection shall take place only after approval from the NSWCDD Information Assurance Office. All such connections as well as the ISs connected thereto will be accredited in accordance with DOD policy (DODI 5200.40) by the cognizant Designated Approving Authority (DAA) and comply with the requirements of CJCSI 6211.02B regarding Memorandums of Agreement. All such connections will be made outside the appropriate NSWCDD firewall.

SHIPBOARD PROTOCOL: This task order may involve working onboard U.S. and/or foreign naval ships or vessels. As such, the Contractor is reminded of its responsibility to assure that shipboard protocol is stringently followed. Specifically, visit requests must be arranged through the Government sponsor and must be forwarded to the individual command being visited as well as to all supporting commands, such as the base, squadron, tender, etc. that the visitor must pass through to get to the ship or vessel; the Contractor is responsible for obtaining and maintaining specialized training (i.e., nuclear awareness, safety, quality control, etc.) and certification (i.e., SUBSAFE certification, etc.).

The Contractor shall ensure its personnel adhere to these requirements when performing shipboard efforts. Compliance shall be reported in the trip report.

All personnel working shipboard shall possess at least a SECRET security clearance.

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All personnel, while shipboard, shall conform to the rules and regulations of the ship. It is the responsibility of the Contractor to determine the proper rules, regulations, actions, policy, and procedures.

- o Alarms – actual or drill
- o Safety – hardhats, tagouts, safety shoes, goggles, etc., as applicable
- o HAZMAT – bringing hazardous materials aboard, using hazardous materials, etc.

The designated team lead shall, upon arrival, brief the Commanding Officer or his/her designated representative as to the purpose of the visit and expected duration.

The designated team lead shall, upon departure, debrief the Commanding Officer or his/her designated representative as to the success of the work performed and the operational condition of affected equipment.

Ddl-C30 HAZARDOUS MATERIALS USED ON GOVERNMENT SITE

(a) This clause applies if hazardous materials are utilized at any time during the performance of work on a Government site under this order. Hazardous materials are defined in Federal Standard No. 313 and include items such as chemicals, paint, thinners, cleaning fluids, alcohol, epoxy, flammable solvents, or asbestos.

(b) The contractor shall have an active Hazard Communication Program in place for all contractor employees per 29 C.F.R. 1910.1200. Before delivery of any hazardous materials onto Government property, the Contractor shall provide the TOM with an inventory and Material Safety Data Sheet (MSDS) for these materials.

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SECTION D PACKAGING AND MARKING

SECTION D PACKAGING AND MARKING

Delivery shall be in accordance with the provisions of the basic contract. Some deliveries may contain classified information. All technical reports and other deliverable items shall be marked to include, as a minimum, the prime contractor's name, contract number, and task order number.

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

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SECTION E INSPECTION AND ACCEPTANCE

SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be performed at NSWCCD, Dahlgren, VA by the Task Order Manager (TOM) designated herein.

PERFORMANCE BASED CRITERIA:

PERFORMANCE BASED CONTRACT REVIEW AND ACCEPTANCE PROCEDURE

(a) This is a performance-based contract as defined in FAR Part 37.6 (PERFORMANCE BASED ACQUISITIONS). Contractor performance will be reviewed in accordance with the Quality Assurance Surveillance Plan (QASP) in Section H.

(b) The plan defines that this review and acceptance will become part of the annual Contractor Performance Assessment Reporting System (CPARS). The contractor may obtain more information regarding CPARS process at the following internet site:

<http://cpars.navy.mil>

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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



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



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SECTION G CONTRACT ADMINISTRATION DATA

ACCOUNTING DATA

The award document will include Accounting Data at the end of Section G. All lines of accounting are listed sequentially under a heading that identifies the particular action (award or modification number) under which the funding was obligated. Under SeaPort-e, all funding is identified/obligated at the SubCLIN (SLIN) level. SLINs are established sequentially by the SeaPort-e software. Each obligation of funds receives a unique SLIN identifier, even if the funds are an increase to an existing line of accounting (ACRN). Thus, an individual project/work area or Technical Instruction that is funded incrementally, could have one ACRN but multiple SLINs. Accounting for expenditures and invoicing at the SLIN level is required.

Ddl-G1 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

The Payment Office shall ensure that each payment under this contract is made in accordance with the accounting classification reference numbers (ACRNs) and Sub-Line (SLIN) numbers shown on each individual invoice, including attached data.

Ddl-G10 GOVERNMENT CONTRACT ADMINISTRATION POINTS-OF-CONTACT AND RESPONSIBILITIES

Procuring Contracting Officer (PCO):

- (a) Name: Karen D. Lenox
Code: CXS 13
Address: Naval Surface Warfare Center, Dahlgren Division
17632 Dahlgren Road, Suite 157
Dahlgren, Virginia 22448-5100
Phone: (540) 653-8398
FAX: (540) 653-6810
E-mail: karen.lenox@navy.mil

(b) PCO responsibilities are outlined in FAR 1.602-2. The PCO is the only person authorized to approve changes in any of the requirements of this Task Order, notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the PCO's. The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer or is pursuant to specific authority otherwise included as part of this contract. In the event the contractor effects any change at the direction of any person other than the PCO, the change will be considered to be unauthorized.

Contract Specialist:

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(a) Name: Maryann F. Piersall
Code: CXS 13-9
Address: Naval Surface Warfare Center, Dahlgren Division
17632 Dahlgren Road, Suite 157
Dahlgren, Virginia 22448-5100
Phone: (540) 653-7239
FAX: (540) 653-6810
E-mail: maryann.piersall@navy.mil

(b) The Contract Specialist is the representative of the Contracting Officer for all contractual matters.

Administrative Contracting Officer (ACO)

(a) Name: Teri Gray
Address: 10500 Battleview Parkway, Ste. 200
Manassas, VA 20109
Phone: (703) 530-3607
E-mail: terri.gray@dcma.mil

(b) The Administrative Contracting Officer (ACO) of the cognizant Defense Contract Management Agency (DCMA) is designated as the authorized representative of the Contracting Officer for purposes of administering this Task Order in accordance with FAR 42.3. However, in view of the technical nature of the supplies and services to be furnished, technical cognizance is retained by the Naval Surface Warfare Center, Dahlgren Division.

Task Order Manager (TOM):

(a) Name: Margaret D. Neel
Code: Q54
Address: 5493 Marple Road
Dahlgren, VA 22448
Phone: (540) 653-8021
FAX: (540) 653-2214
E-mail: margaret.neel@navy.mil

(b) The TOM is the PCO's appointed representative for technical matters. The TOM is not a contracting officer and does not have the authority to direct the accomplishment of effort which is beyond the scope of the Task Order or to otherwise change any Task Order requirements. An informational copy of the TOM appointment letter which provides a delineation of TOM authority and responsibilities is provided as an attachment to this Task Order.

Ddl-H40 FUNDING PROFILE

It is estimated that these incremental funds will provide the labor hours for the task order period as shown below. The following details funding to date.

CLIN	Total CPFF	Funding this Mod	Previous Funding	Total Funded	Amount Unfunded	Total Hours Funded
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Base					

NAVSEA 5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)

(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:

CLIN	Allocated to Cost	Fee	Total CPPF	Estimated Period Funded
Base				

(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).

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

NAVSEA 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 _____ total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

	Total Labor Hours	Compensated	Uncompensated
Base Period (CLIN 4000)			

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Option 1 (CLIN 4100)			
Option 2 (CLIN 4200)			
Option 3 (CLIN 4300)			
Option 4 (CLIN 4400)			

b) Of the total man-hours of direct labor set forth above, it is estimated that * 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 hours per week. 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 fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fee} \left(\frac{\text{Required LOE} - \text{Expended}}{\text{Required LOE}} \right)$$

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or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

PAYMENT OF FEE(S) (LEVEL OF EFFORT) (NAVSEA 1993)

(a) For purposes of this delivery order, "fee" means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, or "fixed fee" in cost-plus-fixed-fee for level of effort type delivery orders.

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(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled “FIXED FEE” (FAR 52.216-8) or “INCENTIVE FEE”, (FAR 52.216-10), as applicable. Such payments shall be equal to the percentage of Fixed Fee to Cost shown for the applicable CLIN in Section B on each invoice submitted by and payable to the Contractor pursuant to the clause of this contract entitled “ALLOWABLE COST AND PAYMENT” (FAR 52.216-7), subject to the withholding terms and conditions of the “FIXED FEE” or “INCENTIVE FEE” clause, as applicable (percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money). Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract.

(c) The fee(s) specified in SECTION B, and payment thereof, is subject to adjustment pursuant to paragraph (g) of the special contract requirement entitled “LEVEL OF EFFORT”. If the fee(s) is reduced and the reduced fee(s) is less than the sum of all fee payments made to the Contractor under this contract, the Contractor shall repay the excess amount to the Government. If the final adjusted fee exceeds all fee payments made to the contractor under this contract, the Contractor shall be paid the additional amount, subject to the availability of funds. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract at the time of the discontinuance of work.

(d) Fee(s) withheld pursuant to the terms and conditions of this contract shall not be paid until the contract has been modified to reduce the fee(s) in accordance with the “LEVEL OF EFFORT” special contract requirement, or until the Procuring Contracting Officer has advised the paying office in writing that no fee adjustment is required.

INSTRUCTIONS REGARDING INVOICING OF FIXED FEE DURING PERFORMANCE

(a) The clause entitled "ALLOTMENT OF FUNDS" in this Section provides the cumulative amount funded. Separate amounts are provided for Estimated Cost and Fixed Fee. The funded fixed fee is based on the ratio of negotiated Fixed Fee to Estimated Cost in Section B (including Facilities Capital Cost of Money) for the applicable Task Order period. When obligating labor funds, the SeaPort-e software computes, for the Government, separate cumulative cost and fee amounts. These amounts are then used by the Government to complete the "ALLOTMENT OF FUNDS" clause. The contractor is not authorized to invoice in excess of the funded fee dollars shown in the ALLOTMENT OF FUNDS" clause for each Labor CLIN.

HQ G-2-0007 INVOICE INSTRUCTIONS (NAVSEA) (JAN 2008)

(a) In accordance with the clause of this contract entitled “ELECTRONIC SUBMISSION OF PAYMENT REQUESTS” (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) 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

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submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are “Getting Started for Vendors” and “WAWF Vendor Guide”.

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

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

Type of Document (contracting officer check all that apply)

- Invoice (FFP Supply & Service)
- Invoice and Receiving Report Combo (FFP Supply)
- Invoice as 2-in-1 (FFP Service Only)
- Cost Voucher (Cost Reimbursable, T&M, LH, or FPI)
- Receiving Report (FFP, DD250 Only)

DODAAC Codes and Inspection and Acceptance Locations

Issue DODAAC	N00178
Admin DODAAC	S2404A
Pay Office DODAAC	HQ0338
Ship to DODAAC	See Section F
LPO DODAAC	N/A
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:

Contract Specialist: maryann.piersall@navy.mil

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Task Order Manager: margaret.neel @navy.mil

(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) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NAVSEA WAWF point of contact Margaret Morgan at (202) 781-4815 or margaret.morgan@navy.mil.

CONSENT TO SUBCONTRACT

For subcontracts and consulting agreements for services, where the prime contractor anticipates that hours delivered will be counted against the hours in the Level of Effort clause in this section, Consent to Subcontract authority is retained by the Procuring Contracting Officer.

The following subcontractors are approved on this order:



SPECIAL INVOICE INSTRUCTIONS

In an effort to utilize funds prior to cancellation and to ensure that funds are expensed in accordance with expenditure benchmarks for the multiple programs funding the task order effort, the contractor shall coordinate invoicing of funds with the TOM/ATOM and the paying office shall disburse funds in accordance with the contractor's invoice.

EARLY DISMISSAL AND CLOSURE OF GOVERNMENT FACILITIES

When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they should go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility related problem), on site contractors will continue working established work hours or take leave in accordance with parent company policy. Those contractors who take leave shall not direct charge the non-working hours to the task order.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal,

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delayed openings, or closings in accordance with the FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the task order period of performance and shall not follow any verbal directions to the contrary. A determination of cost allowability for time lost due to facility closure will be made in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

TRAVEL COSTS - ALTERNATE 1 (NAVSEA)(DEC 2005)

- (a) Except as otherwise provided herein, the Contractor shall be reimbursed for its reasonable actual travel cost in accordance with FAR 31.205-46. The costs to be reimbursed shall be those costs accepted by the cognizant DCAA.
- (b) Reimbursable travel costs included only that travel performed from the Contractor's facility to the worksite, in and around the worksite, and from the worksite to the Contractor's facility.
- (c) Relocation costs and travel costs incident to relocation are allowable to the extent provided in FAR 31.205-35; however, Contracting Officer approval shall be required prior to incurring relocation expenses and travel costs incident to the relocation.
- (d) The contractor shall not be reimbursed for the following daily local travel costs:
 - (i) travel at U.S. Military Installations where Government transportation is available.
 - (ii) travel performed for personal convenience/errands, including commuting to and from work, and
 - (iii) travel costs incurred in the replacement of personnel when such replacement is accomplished for the Contractor's or employee's convenience.

Ddl-G12 POST AWARD MEETING

- (a) A Post Award Meeting with the successful offeror will be conducted within 15 working days after award of the contract. The meeting will be held (TBD at contract award).
- (b) The contractor will be given at least five working days notice prior to the date of the conference by the Contracting Officer.
- (c) The requirement for a Post Award meeting shall, in no event, constitute grounds for excusable delay by the Contractor in performance of any provisions in the contract.

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Accounting Data

SLINID PR Number

Amount



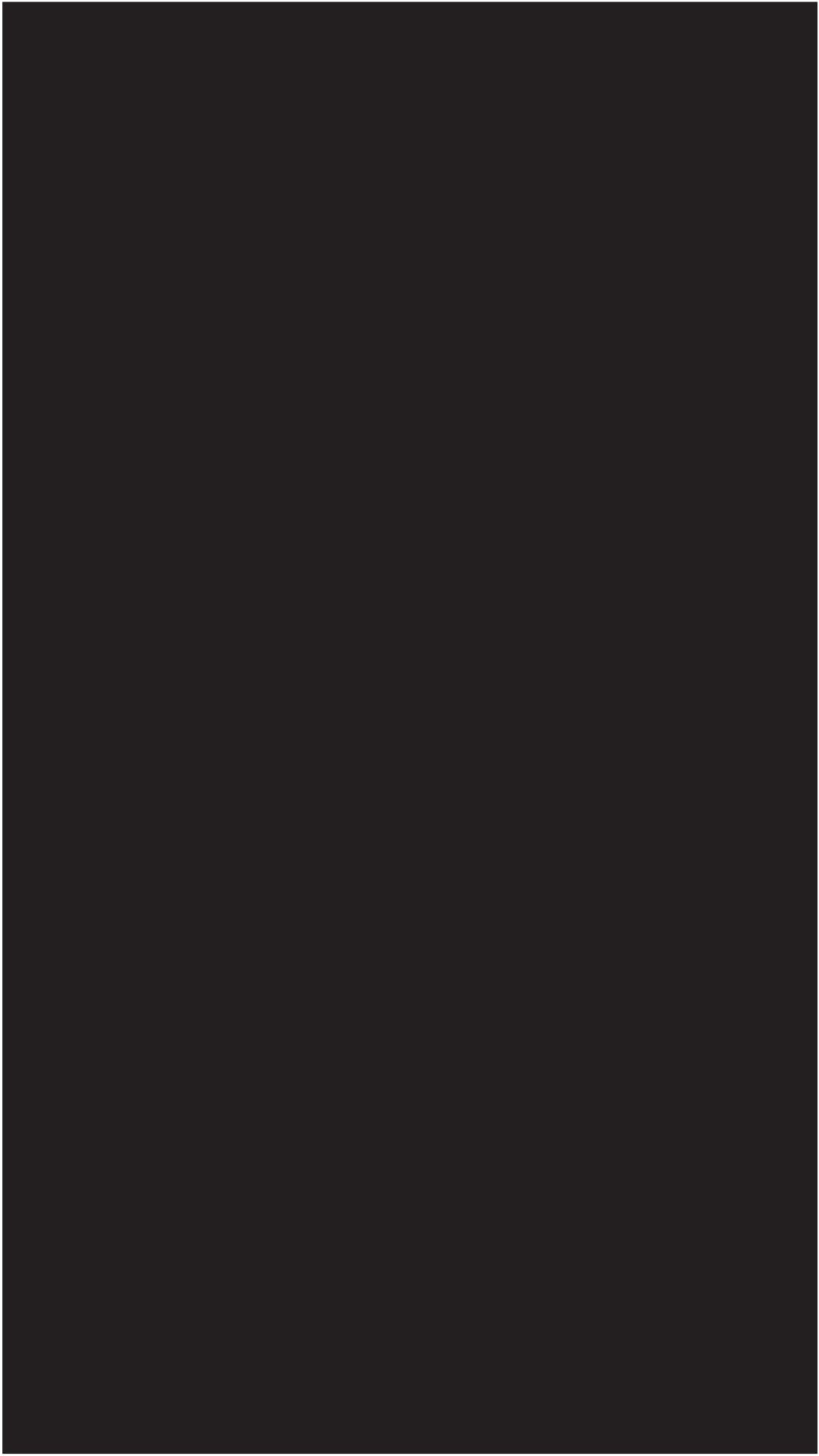
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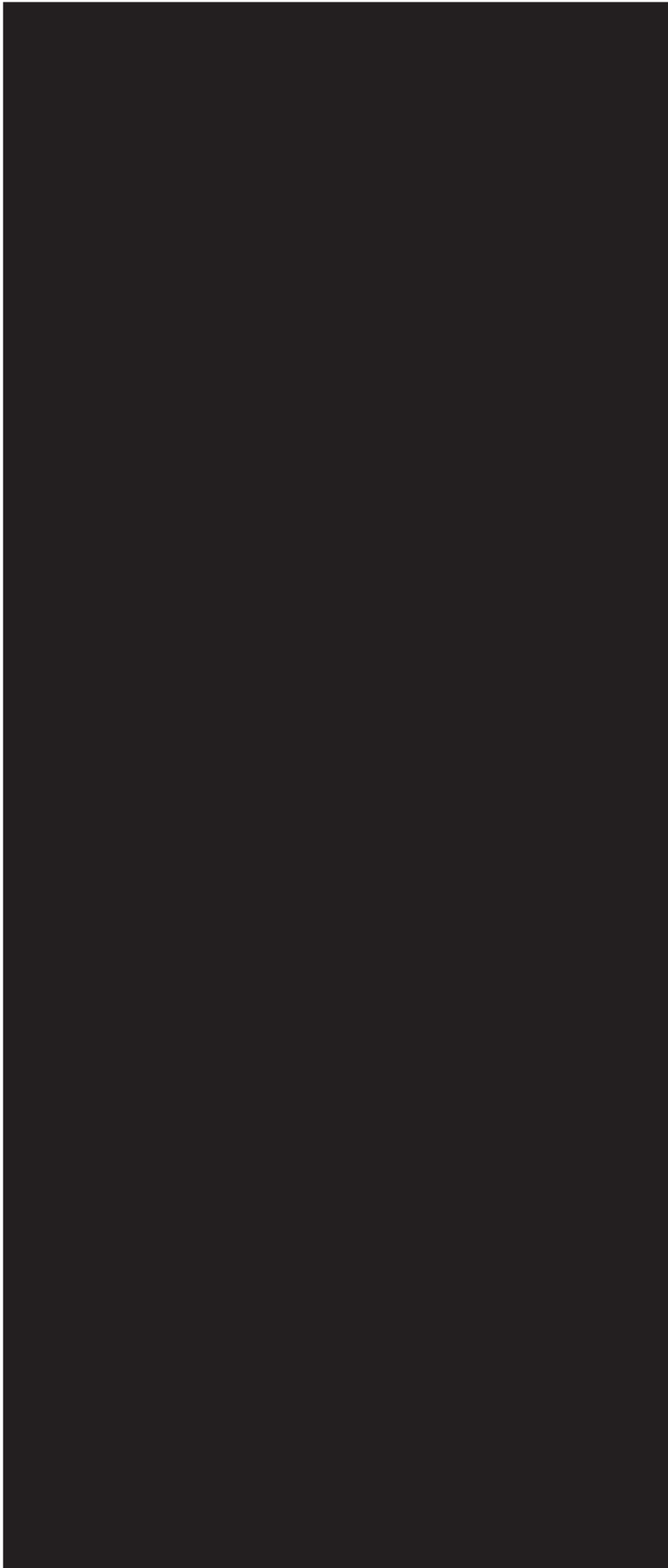
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SECTION H SPECIAL CONTRACT REQUIREMENTS

MANDATORY REQUIREMENTS

Offerors must meet all mandatory requirements at time of proposal submission, or have an acceptable plan to meet the requirements by the start date of contract performance. In addition, mandatory requirements must be maintained throughout the life of the Task Order. The mandatory requirements are as follows:

Requirement 1 – Workforce Location: The work location for at least [REDACTED] of the key personnel must be located within a one hour travel time to NSWCDD, Dahlgren, VA.

Requirement 2 - Facility Security Clearance: The offeror shall have a facility within one hour of NSWCDD, Dahlgren, VA with a SECRET security clearance for safeguarding.

Requirement 3 – Key Personnel Security Clearances: The following personnel must be cleared at the TOP SECRET level: [REDACTED]

[REDACTED] All other key personnel must be cleared to the SECRET level. Interim clearances are acceptable.

SPECIAL CONTRACT REQUIREMENTS, QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

1. PURPOSE

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

This Task Order provides Engineering and Technical support for electromagnetic compatibility programs for the NSWCDD Electromagnetic Effects Division. The resulting performance based order will have cost plus fixed fee Labor CLINS, and cost only Other Direct Cost (ODC) CLINS. The order will be for a base year with four one-year options. A properly executed QASP will assist the Government in achieving the overall objectives of this procurement.

2. AUTHORITY

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

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3. SCOPE

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

The contractor's performance on this task order will be evaluated by the Government as described below. The first evaluation will cover the first six-months of performance with successive evaluations being performed for each twelve-month period thereafter until the contractor completes performance under this task order. For the first six-month period and each subsequent twelve-month period, the Government will evaluate the contractor's performance. The evaluation will encompass all work performed by the contractor at any time during the six/twelve-month period but will not include cumulative information from prior reports. For each period, the Contractor will complete a self-assessment of the performance provided, to be delivered to the TOM and Contract Specialist NLT 60 days following the period being evaluated. The self-assessment shall cover all areas of the Government QASP. Based on the evaluation results, the Contracting Officer will assign an overall performance rating. If the Contracting Officer assigns an "Unsatisfactory" overall performance rating for the period evaluated, the next option period will not be exercised. As options are exercised, improved performance is required as demonstrated in Table 2.

4. GOVERNMENT RESOURCES AND RESPONSIBILITIES

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

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

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

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

5. METHODS OF QA SURVEILLANCE

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

b. Contractor Performance Assessment Report System (CPARS) – The market place for engineering, and management support services is very competitive. As such, the successful offeror has a vested interest in the Government generated CPARS under this contract. Additionally, an evaluation

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using the CPARS format will be performed at the end of each year of performance. This evaluation will be one determinant in exercising an option. The Government for this procurement will address the quality of product or service, schedule, cost control, business relations, management, and other important areas. As this information may affect future source selections throughout DoD, and the continuation of the order, the annual Government assessment will be used appropriately as an additional performance oversight and communication tool with the QASP.

6. DOCUMENTATION

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

7. SURVEILLANCE

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

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

- (1) Excellent
- (2) Satisfactory
- (3) Unsatisfactory

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

TABLE 1: OVERALL PERFORMANCE RATINGS

Overall Performance Rating	Standard
Excellent	"Excellent" ratings for all performance evaluation criteria in Tables 3, 5 and 6.
Satisfactory	A minimum of "Satisfactory" ratings for all performance evaluation criteria in Tables 3, 5 and 6.
Unsatisfactory	A rating of "Unsatisfactory" for one or more performance evaluation criteria in Tables 3, 5 and 6.

(b) Objectives / Determination:

- 1. Interim/Informal

Interim/informal performance evaluations will be provided to assess performance at each IPR.

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2. Annual

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

TABLE 2: OBJECTIVES

Assessment Period	Acceptable Performance Definition	How Measured	Outcome
Base:	Summary Task Performance rating of at least "Satisfactory" based on the roll up of Tables 3, 5 and 6.	After the first six months using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of option 1.* (-) Does not meet the acceptable performance definition as a condition for exercise of an option 1.*
Option I:	Summary Task Performance rating of at least "Satisfactory" based on the roll up of Tables 3, 5 and 6.	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option. 2.* (-) Does not meet the acceptable performance definition as a condition for exercise of an option. 2.*
Option II:	Summary Task Performance rating of at least "Satisfactory" based on the roll up of Tables 3, 5 and 6.	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of an option 3.* (-) Does not meet the acceptable performance definition as a condition for exercise of an option 3.*
			(+) Meet the acceptable performance definition as

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Option III:	Summary Task Performance rating of at least "Satisfactory" based on the roll up of Tables 3, 5 and 6, with two or more areas rated "Excellent". See Below.	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	a condition for exercise of an option 4.* (-) Does not meet the acceptable performance definition as a condition for exercise of an option 4.*
Option IV:	Summary Task Performance rating of at least "Satisfactory" based on the roll up of Tables 3, 5 and 6, with two or more areas rated "Excellent". See Below.	Annually using the QASP evaluation ratings; annually using the CPARS system covering the previous 12 months.	Final CPARS ratings.

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

(c) Performance Evaluation Criteria. The contractor's performance will be evaluated using the criteria and standards provided for each objective, and identified in Tables 3, 5 and 6 of this contract clause. Based on this evaluation, each assessment period will be given an overall rating resulting from the rolled up objective. Each of the criteria in Tables 3, 5 and 6 must score a minimum of "Satisfactory" to receive an overall performance rating of "Satisfactory" in each assessment period. Additional ratings of "Excellent" are required in the last two option years as shown in the table above.

(d) Organization. The performance evaluation organization consists of the Contracting Officer, who will serve as the Determining Official, and the TOM.

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

TABLE 3: TASK PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERIA	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Task Performance	Work product fails to meet 90% of the Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4	Work product meets a minimum of 90% of the Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4	Work product meets 100% of the Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table, Table 4
	Contractor provides	Contractor provides qualified personnel.	Contractor provides highly qualified personnel. Contractor reassigns personnel to ensure proper

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

TABLE 4: PERFORMANCE REQUIREMENTS SUMMARY TABLE

Task Area				
Work Area	Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	Quality Surveillance Plan Typical Monitoring Methods
<u>1</u>	Provide engineering and technical tests and analyses in support of frequency management, EMC criteria development, EMI identification & mitigation, and spectrum planning.	Engineering documents (test plans, analysis reports) are technically accurate and complete. Reports, studies, and their revisions are delivered IAW agreed upon schedules, and comply with government requirements for content & format.	Revisions and or corrections to technical documentation, including technical reports and studies, require no more than two (2) review/comment/approval cycles to meet acceptance. 90% completed by due date.	Government oversight – review / comment / approval of each document.
<u>2</u>	Provide engineering and technical support for development and expansion of AESOP software and its associated utilities and documents.	Software and database updates are completed within scheduled time and all CCB-approved requirements are met. Software	Schedule slippages not to exceed 10% of the CCB-approved estimate. Software & database delivery schedule met 90% of the time. 95% of all	Government oversight - review / comment / approval of CCB requirements and documents; government

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		successfully installs on typical fleet hardware. Documents are completed on time IAW government requirements for schedule, content, and format.	reports completed on schedule. 95% of fleet software use has no errors. 99% of software runs do not abnormally terminate. Software installs on 99% of fleet hardware.	acceptance testing of software and database updates; fleet reports of software execution errors and installation issues.
<u>3</u>	Develop fleet and program documentation and provide documentation support.	Documents are technically accurate and complete, comply with government requirements for content & format, and are delivered IAW agreed upon schedules and cost constraints. Program documents are maintained and updated with the most current information available and updated as required.	Documents require no more than two (2) review/comment/approval cycles to meet acceptance. Cost overruns not to exceed 10% of the original plan. Accurate information updates performed on schedule 95% of the time.	Government oversight – review / comment / approval of each document.

<u>Work Area</u>	Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	Quality Surveillance Plan Typical Monitoring Methods
<u>4</u>	Provide technical assistance and guidance to Fleet users of frequency management products (software, publications, reference materials)	Clear and concise training packages and technical assistance. Knowledge of frequency management products.	Training/tech assist packages free of errors and typos 98% of the time. Sufficient knowledge to provide accurate technical assistance to 90% of fleet requests. Classroom critiques rated as “good” or “excellent” 85% of the time, and with individual ratings of “fair” no more than	Government oversight – review / assessment of qualifications and performance in responses to fleet requests. Classroom critiques from fleet technical assistance meetings/briefings.

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			30% and “poor” no more than 2% of the time. Training activity reports are correct and on time 90% of the time.	
<u>5</u>	Provide configuration management (CM) support for frequency management products.	Documents, presentation materials, and databases are current, accurate, and completed on time IAW government requirements for content, schedule, and format Attend and participate in Technical Reviews and Meetings. Support government customer at meetings, or in the absence of customer; act on his/her behalf.	CM tracking databases are updated for each month no later than the 10 th day of the following month. Briefing materials contain no typographical errors 98% of the time. Attend and participate in 95% of scheduled meetings. Provide written notes/trip reports to include pertinent discussion topics and/or action items.	(e) Government oversight – review / comment on databases and briefing materials.
<u>6</u>	Progress reporting	Report is accurate, easy to read, and is IAW government requirements	Report delivered complete and on time 95% of the time.	Government oversight – review / assessment / comment / approval of progress reports.

TABLE 5: CONTRACT MANAGEMENT PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERIA	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Problem Resolution	Problems are unresolved, repetitive, or take excessive government effort to resolve.	Problems are resolved quickly with minimal government involvement.	Problems are non-existent or the contractor takes corrective action without government involvement.
Responsiveness	Contractor’s management is unresponsive to government requests and concerns.	Contractor’s management is responsive to government requests and concerns.	Contractor’s management takes proactive approach in dealing with government representatives and anticipates Government concerns.

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Communications	Contractor often fails to communicate with government in an effective and timely manner.	Contractor routinely communicates with government in an effective and timely manner.	Contractor takes a proactive approach such that communications are almost always clear, effective and timely.
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TABLE 6: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Cost Management	Contractor routinely fails to complete the effort within the originally agreed to estimated cost, i.e. cost overruns frequently occur.	Contractor routinely completes the effort within the originally agreed to estimated cost. Contractor provides measures for controlling all costs at estimated costs. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.	Reductions in direct costs to the Government below contract estimated costs are noteworthy. Contractor provides detailed cost analysis and recommendations to Government for resolution of problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.
Cost Reporting	Reports are generally late, inaccurate incomplete or unclear.	Reports are timely, accurate, complete and clearly written. Problems and/or trends are addressed, and an analysis is also submitted.	Reports are clear, accurate, and pro-active. Problems and/or trends are addressed thoroughly, and the contractor's recommendations and/or corrective plans are implemented and effective.
			Invoices are timely (no

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Invoice Management	Invoices are generally late and/or contain errors. Differences between invoiced amounts and progress report expenditure are unexplained. Contractor does not respond to government questions in a timely manner.	Invoices are timely (no more than three weeks after the end date of the period being invoiced); are accurate with respect to both amounts and ACRNs/SLINs invoiced; and differences between progress report expenditures and invoiced costs are explained. Contractor responds to government questions in a timely manner.	more than two weeks after end date of period being invoiced) with respect to both prime and subcontractor costs; are accurate with respect to both ACRNs/SLINs invoiced; and all differences between progress report expenditures and invoiced costs are fully explained. Contractor is very proactive in responding to government questions and takes prompt action to resolve any issues.
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KEY LABOR CATEGORY QUALIFICATION REQUIREMENTS

To perform the requirements of the PWS, the Government desires Key Personnel with the appropriate experience and professional development qualifications. Key Personnel qualification levels are considered to be "desired" for those individuals whose resumes are submitted for evaluation with the proposal. Resumes for any replacement personnel that are submitted following award shall be equal to or better than the individuals initially proposed as required by the clause entitled Ddl-H11 CHANGES IN KEY PERSONNEL in this Section H. Following award, the qualification levels are considered to be minimums for any growth beyond those individuals initially proposed or in labor categories where no resumes were required for proposal purposes.

(a) Experience – The desired experience for each Key Labor Category must be directly related to the tasks and programs listed in the PWS.

(b) Professional Development - Professional development includes honors, degrees, publications, professional licenses and certifications and similar evidence of professional accomplishments that directly impact the offerors ability to perform the order. The years of experience listed below are in addition to appropriate professional development. It is incumbent upon the offeror to demonstrate that the proposed personnel have appropriate credentials to perform the work.

(c) Accumulation Of Qualifying Experience - Categories of experience may be accumulated concurrently.

KEY PERSONNEL - DESIRED QUALIFICATIONS

(1) [REDACTED]

[REDACTED] experience managing complex operational Navy Spectrum Programs that includes experience in program leadership and management for Navy/Joint Operational Spectrum Management and National Administrative Spectrum Management aspects. [REDACTED] experience with Navy

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electromagnetic interference (EMI) and electromagnetic compatibility (EMC) criteria for multinational operational spectrum coordination and in interoperability evaluation of afloat Navy communications, combat systems, electronic warfare systems, and navigation aids and their impacts on program planning.

(2) [REDACTED]

[REDACTED] experience in the areas of Navy/Joint Operational Spectrum Management and National Administrative Spectrum Management. [REDACTED] experience in the application of Navy EMI and EMC criteria for operational spectrum coordination. [REDACTED] demonstrated understanding of the operation and evaluation of afloat Navy communications, combat systems, electronic warfare systems, and navigation aids with the ability to prepare test plans/reports, analytical evaluation of systems' RF compatibility, and development of actionable EMC criteria. [REDACTED] experience in conducting Navy spectrum EMI/EMC testing and evaluations, performing engineering analyses to predict and define spectrum EMI problems, define/design actionable corrective measures, and operational implementation of systems in the U.S. Navy. [REDACTED] experience in developing, updating, and maintaining Navy spectrum documentation, fleet operational publications, position papers, white papers, and briefings relating to Navy spectrum considerations.

(3) [REDACTED]

[REDACTED] experience in software development in support of Navy, Joint, and Multi-national Operational Spectrum Management and National Administrative Spectrum Management data exchange formats. [REDACTED] demonstrated experience in the development of automated software algorithms and tools to identify and mitigate EMI for operational Navy spectrum coordination. Experience in the preparation of technical documents, which include software test plans/reports and analytical evaluation of software performance in realistic operational Navy environments and scenarios. [REDACTED] experience in conducting software testing at multiple levels (unit, integration, system), performing analyses to predict and quantify software constraints, defining/designing actionable corrective measures, and experience in the operational implementation of software systems in the U.S. and allied Navy operational environments. [REDACTED] demonstrated experience in updating/maintaining Navy spectrum-related documentation for programmatic requirements, operational publications, and to meet the standards of Capability Maturity Model-Integrated (CMMI) level 2 or higher. [REDACTED] demonstrated software engineering/development experience using the tools specified in Work Area 2, Software Development Requirements, of the PWS.

(4) [REDACTED]

[REDACTED] experience in the areas of Navy/Joint Operational Spectrum Management and National Administrative Spectrum Management. [REDACTED] demonstrated experience in the operation and spectrum compatibility evaluation of afloat Navy communications, combat systems, electronic warfare systems, and navigation aids through preparation of technical documents, which include test plans/reports, analytical evaluation of systems' RF compatibility, and development of actionable EMC criteria. Experience in conducting spectrum EMI/EMC testing and evaluations, performing engineering analyses to predict and define spectrum EMI problems, defining/designing corrective measures, and knowledge of operational implementation of systems in the U.S. Navy.

(5) [REDACTED]

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██████████ experience in the areas of software development in support of Navy, Joint, and Multi-national Operational Spectrum Management and National Administrative Spectrum Management data exchange formats. ██████████ experience in the development of automated software algorithms and tools to identify and mitigate EMI of afloat Navy RF communications, combat systems, electronic warfare systems, and navigation aids. Experience in the preparation of technical documents, which include software test plans/reports and analytical evaluation of software performance in realistic operational Navy environments and scenarios. ██████████ experience conducting software testing at multiple levels (unit, integration, system), performing analyses to predict and quantify software constraints, defining/designing corrective measures, and operational implementation of software systems in the U.S. and allied Navy operational environment. ██████████ experience updating/maintaining fleet spectrum coordination documentation for programmatic requirements, operational publications, and to meet the standards of CMMI level 2 or higher. ██████████ software engineering/development experience using the tools specified in Work Area 2, Software Development Requirements, of the PWS.

(6) ██████████

██████████ experience in the areas of RF spectrum measurement, EMI and EMC criteria for operational spectrum coordination. Engineering/analytical experience in the operation, and evaluation of RF systems. Demonstrated experience in the preparation of technical documents, which include test plans/reports, and analytical evaluation of systems' RF compatibility and of conducting EMI/EMC testing and evaluations, performing engineering analyses to predict and define EMI problems, and defining/designing corrective measures and updating/maintaining spectrum-related documentation.

(7) ██████████

██████████ experience, in the area of software development/software engineering. Demonstrated experience implementing engineering criteria and the development of automated software algorithms and tools to operate in real-world environments. Experience preparing technical documents, which include software test plans/reports and analytical evaluation of software performance in realistic operational environments and scenarios and in conducting software testing at multiple levels (unit, integration, system), performing analyses to predict and quantify software constraints, and defining/designing corrective measures. Experience updating/maintaining fleet operational spectrum coordination documentation for programmatic requirements. Software engineering/development experience using the tools specified in Work Area 2, Software Development Requirements, of the PWS.

(8) ██████████

██████████ experience, in the area of fleet operational support which includes application of support for automated Navy software and tools to identify and mitigate EMI. ██████████ experience in the preparation of technical documents, which include schedules, training plans, transmittal forms, meeting minutes, and reports relating to operational Navy spectrum management software (U.S. and allied). ██████████ experience conducting software training and interacting effectively with fleet personnel from enlisted through officer levels. ██████████ experience updating/maintaining fleet operational spectrum coordination documentation for programmatic requirements and for CMMI level 2 or higher.

Ddl-H11 CHANGES IN KEY PERSONNEL

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose

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resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) The contractor agrees that during the first 90 days of the period of performance no key personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. All proposed substitutions shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least fifteen (15) days, or thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include:

- (1) An explanation of the circumstances necessitating the substitution;
- (2) A complete resume of the proposed substitute;
- (3) The hourly rates of the incumbent and the proposed substitute;
- (4) A chart summarizing the years of experience and professional development for the individuals involved in the substitution; and
- (5) Any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) The Contracting Officer shall also receive written notification if no substitution is being requested. This notification shall include (1) the name of the initial person proposed; and (2) the reasons why the individual is not being made available to perform under the task order to the extent proposed.

(d) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract, occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The same information as specified in paragraph (b) above is to be submitted with the request.

(e) The Contracting Officer shall evaluate requests for changes in personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

Ddl-H13 POST AWARD CONTRACTOR PERSONNEL APPROVAL

(a) Requests for post award approval of additional and/or replacement key personnel shall be submitted via e-mail. E-mail submissions shall be made simultaneously to the Contract Specialist and the TOM. Electronic notification via e-mail from the Contract Specialist will serve as written approval/disapproval on behalf of the Contracting Officer. This approval is required before an individual may begin charging to the Task Order.

(b) It is desired that resumes be submitted in the format required below. However, in order to expedite contract administration, contractor format may be used providing sufficient information is submitted for an independent comparison of the individual's qualifications with labor category requirements.

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(c) If the employee is not a current employee of the contractor (or a subcontractor), a copy of the accepted offer letter (which identifies a projected start date and the agreed to annual salary) shall be provided.

RESUME FORMAT AND CONTENT REQUIREMENTS

All resumes submitted under this order shall include, as a minimum, the following information:

- (a) Complete Name
- (b) Task Order Labor Category & Contractor Labor Category
- (c) Percentage of Time to be Allocated to this Effort
- (d) Current Work Location & Proposed Work Location
- (e) Current Security Clearance Level (identify Interim or Final)
- (f) Years of Professional Experience
- (g) Educational History / Professional Development
- (h) Chronology of Work History/ Professional Experience

SEA 5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)

(a) Performance of the work hereunder shall be subject to written technical instructions issued electronically by the Contract Specialist on behalf of the Contracting Officer. As used herein, technical instructions are defined to include the following:

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

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

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

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the 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 Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this order.

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

SUBCONTRACTORS/CONSULTANTS

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(a) In addition to the information required by FAR 52.244-2(e)(2) Alternate I, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement.

(1) The results of negotiations to incorporate rate caps no higher than the lower of (i) Seaport-e rate caps for the prime contractor, or in the case where the proposed subcontractor is also a Seaport-e prime, (ii) rate caps that are no higher than the subcontractor's prime Seaport-e contract.

(2) Impact on subcontracting goals, and

(3) Impact on providing the support at the contracted value.

SAVINGS INITIATIVES

The following cost savings initiatives are required under this Task Order.

Annual Labor Escalation: [REDACTED]

Maximum Pass-Thru Rate: [REDACTED]

Fixed Fee: [REDACTED]

Other: [REDACTED]

The above maximum rates are applicable to the prime contractor. If subcontracting is proposed, the prime contractor is strongly encouraged to restrict subcontractor fixed fee to the lower of (a) the prime contractor's fee under this order or (b) the subcontractor's SeaPort-e fixed fee rate where the subcontractor is also a prime contractor under SeaPort-e. The purpose of this is the Government's desire to avoid having it be more financially lucrative for a firm to be a subcontractor rather than a prime contractor under SeaPort-e. The Government strongly encourages the prime contractor to also implement this under Time and Materials subcontracts. Subcontractors may not earn fee on ODC's.

The Government also strongly encourages the prime contractor to eliminate "double pass-thru" costs by (1) avoiding second tier subcontractors/consultants during performance and (2) where this situation is unavoidable, limiting subcontractor pass-thru costs to the lower of (i) the prime contractor's pass-thru rate under this order or (ii) the subcontractor's SeaPort-e pass-thru rate where the subcontractor is also a prime contractor under SeaPort-e.

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

252.239-7001 Information Assurance Contractor Training and Certification (JAN 2008)

CLAUSES INCORPORATED BY FULL TEXT:

52.217-9 OPTION TO EXTEND THE TERMS OF THE CONTRACT (MAR 2000) (NAVSEA VARIATION) (MAR 2000)

(a) The Government may extend the term of this contract by written notice(s) to the Contractor within the periods specified below; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. If more than one option exists, each option is independent of any other option, and the Government has the right to unilaterally exercise any such option whether or not it has exercised other options.

Item	Latest Option Exercise Date
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(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 option(s) under this clause, shall not exceed five (5) years, however, in accordance with paragraph (g) of the requirement of this contract entitled "LEVEL OF EFFORT" (NAVSEA 5252.216-9122), if the total manhours delineated in paragraph (a) of the LEVEL OF EFFORT requirement, have not been expended within the period specified above, the Government may require the Contractor to continue to perform the work until the total number of manhours specified in paragraph (a) of the aforementioned requirement have been expended.

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SECTION J LIST OF ATTACHMENTS

Exhibit A - Contract Data Requirements List (CDRL)

Attachment J.1 - DD 254, Contract Security Classification Specification

Attachment J.2 - TOM Appointment Memo