

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
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2. AMENDMENT/MODIFICATION NO. 28	3. EFFECTIVE DATE 23-Oct-2013	4. REQUISITION/PURCHASE REQ. NO. 1300380350	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N68335	7. ADMINISTERED BY (if other than Item 6) CODE	S3915A

NAVAIR Aircraft Division Lakehurst
 Contracts Hwy 547 Code 2.5.2 Bldg 562-1
 Lakehurst NJ 08733-5060
 susanne.tilton@navy.mil 732-323-7436

DCMA SURFACE COMMUNICATION AND SUPPORT
 SYSTEMS PHILADELPHIA
 700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427
 PHILADELPHIA PA 19111-0427

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Technology and Management International, LLC 1433 Hooper Avenue, Suite 330 Toms River NJ 08753-2200	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4604-4Y01
	10B. DATED (SEE ITEM 13) 25-Sep-2008
CAGE CODE 1HUK8	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (if required)

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

<input type="checkbox"/>	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"/>	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) 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) Laurie Paz, Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>/s/Laurie Paz</u> (Signature of Contracting Officer)	16C. DATE SIGNED 23-Oct-2013

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GENERAL INFORMATION

MODIFICATION POINTS OF CONTACT:

Contracts Point of Contact:

Suzanne Tilton
Phone: 732-323-7436
EMAIL: suzanne.tilton@comcast.net

Contracting Officer Representative (COR):

Janet DiPasquale
Phone: 732-323-2107
EMAIL: janet.dipasquale@navy.mil

TAMI Point of Contact:

Bob Alston
Phone: 732-657-2122
EMAIL: balston@tamimail.com

THE PURPOSE OF THIS MODIFICATION:

The purpose of this modification is to:

- 1) Add ACRN CJ and the line of accounting for SLIN 660002 Travel
97X4930 NH2A 252 77777 0 050120 2F 000000 Cost Code A10001933630
- 2) Add ACRN CH and the line of accounting for SLIN 670002 Materials/NMCI
97X4930 NH2A 252 77777 0 050120 2F 000000 Cost Code A00001933630
- 3) Revise the Labor Category/Hour Table in Section B, page 11
- 4) Add the amounts for the 6-Month Extension to the Travel and Material/NMCI Estimates in Section B page 11 and 12
- 5) Revise Clause 5252.232-9104 in Section G; Option Period IV and Total Cost

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED] by \$0.00 to [REDACTED]

The total value of the order is hereby increased from [REDACTED] by \$0.00 to [REDACTED]

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The Task Order Contracting Officer and/or Contracting Specialist will unilaterally create additional SLINs during the performance of this Task Order to accommodate the multiple types of funds that will be used under this order.

The Base Period of the Task Order, and the option periods if exercised, will be Cost Plus Fixed Fee.

For estimating purposes only, the following historical data is being provided as a guide for preparing future requirements. The contractor is not bound by these historical hours and is encouraged to provide innovative solutions and labor mixes for fulfilling the requirements as stated in the SOW.

For informational purposes only, the Government Estimate per period is as follows:

*Indicates Key Personnel

Labor Category Estimated Hours **ARE CHANGED:**

FROM:

LABOR CATEGORY	HOURS -
	Base and Option Total
Program Manager*	9,720
Senior Analyst*	105,685
Analyst	24,677
Junior analyst	18,649
Editor	1,149
Word Processor	2,398

TO:

LABOR CATEGORY	HOURS -	HOURS -	HOURS -
	Base and Option Total	6-Month Extension	Total All Periods
Program Manager*	9,720	972	10,692
Senior Analyst*	105,685	2,916	108,601
Analyst	24,677	2,046	26,723
Junior Analyst	18,649	1,620	20,269
Editor	1,149	0	1,149
Word Processor	2,398	0	2,398
Total	162,278	7,554	169,832

Travel Estimate

Base Period [REDACTED]

Option Period I [REDACTED]

Option Period II [REDACTED]

Option Period III [REDACTED]

Option Period IV [REDACTED]

6-Month Extension [REDACTED]

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Material/NMCI Estimate

Base Period [REDACTED]

Option Period I [REDACTED]

Option Period II [REDACTED]

Option Period III [REDACTED]

Option Period IV [REDACTED]

6-Month Extension [REDACTED]

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE BASED STATEMENT OF WORK (SOW) FOR PROGRAM MANAGEMENT AND PROJECT SUPPORT SERVICES

1.0 INTRODUCTION

This Performance Based SOW defines the requirements for Program Management and Project Support Services needed in support of the NAVAIR Lakehurst Program Management Department Support Equipment (SE) Division, Code 1.3.1. In order to support the requirements, a diverse staff with specific in-depth knowledge and experience in leading edge technology is required.

2.0 BACKGROUND

In support of Naval Aviation, the Program Management Department Support Equipment (SE) Division is responsible for the planning and management of SE Aircraft Platform Interface (API) programs from the initial research and development effort through in-service engineering support, and for maintaining liaison with NAVAIR Headquarters, other major commands, and private industry regarding acquisition management.

The division is structured to efficiently support major commodities and U.S. Navy, U.S. Marine Corps, and Foreign Military Sales (FMS) customers cases with effective management practices and established processes within a Competency Aligned Organization/Integrated Product Team (CAO/IPT).

3.0 SCOPE

The contractor shall provide Program Management and Project Support services to the NAVAIR Lakehurst aircraft support mission including domestic Navy platforms and Naval Aviation requirements, Foreign Military Sales (FMS) customers, other Department of Defense (DOD) activities and non-DOD activities. The contractor shall assist the Program Managers and Support Equipment Team Leaders (SETLs) in the planning, coordination, implementation, execution, control, and reporting of specific program/project plans and products for Common Support Equipment (SE) systems and Peculiar Support Equipment (PSE) subsystems including engines, airframes, weapons, non-avionics and avionics end items. Additionally, the contractor shall also provide assistance in the review and evaluation of programs, projects, and products.

This order will provide for program management and project support services in the following areas:

- Program/Project Planning and Reporting
- Program/Project Control and Implementation
- Program Coordination, Execution and Reporting
- Program/Project Support for Boresight Support Equipment

4.0 APPLICABLE DOCUMENTS

All tasks shall be performed within the guidelines of the applicable team processes and procedures to include but are not limited to:

OPNAVINST 4790

DoDD 5000.I The Defense Acquisition System DoDINST 5000.2

Operation of the Defense Acquisition System

5.0 PERFORMANCE REQUIREMENTS

5.1 PROGRAM/PROJECT PLANNING AND REPORTING

Draft inputs to the quarterly Acquisition Project Review List and Report Book (Bluebook).

Review draft presentations for the annual SE Prioritization Meeting. Provide recommendations to clarify SE usage, condition and validated requirements.

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Draft and review the annual SE Prioritization Meeting Reference Notebook. Produce sufficient copies as required by the government. Additionally produce CDs containing electronic copies of all briefings and the notebook.

Provide assistance in the preparation of acquisition documentation, Integrated Program Summaries (IPS), Acquisition Strategy Plans and Support Equipment Decision (SED) review, Program Management Review (PMR) and briefing documents.

Assist the PMs and SETLs in the area of acquisition strategy development including evaluation of Non-Developmental Items (NDI) alternatives, and document findings and results of research.

Review acquisition documents for clarity, accuracy and consistency with approved acquisition policies.

Conduct research and report on findings for acquisition information on CSE commodity and platform "buy list" items. Revise and update the buy list and spend plans based on findings and approval by PMs and SETLs.

Assist in developing aircraft SE management plans and revise and update those plans as required.

Assist in the planning, execution and monitoring of CSE commodity and platform SE procurement projects. Review and evaluate funding documentation and track expenditures for PMs, SETLs and field activities.

Assist in the preparation of project affordability and readiness plans, including revisions as necessary.

Assist PMs and SETLs in Program and Project planning and milestone tracking for emerging and existing aircraft and SE projects.

Provide program support services for existing and emerging SE, including trade-off recommendations, technical data package preparation and planning for test.

Assist in the drafting of Team Work Plans (TWPs), Navy Enterprise Resource Planning (ERP) requirements, program and project Work Breakdown Structures (WBS) and Work Packages (WPs). Generate these plans within the existing NAVAIR application software packages and/or MS Projects format.

Draft point and issue papers for NAVAIR sponsors, NAWC activities and in response to Fleet and TYCOM concerns, regarding SE issues.

Prepare and revise documentation related to SE Engineering Change Proposals (ECPs), Quality Deficiency Reports (QDRs) and other SE changes.

Managing and track all SE ECPs. Prepare ECPs for the Configuration Control Board (CCB) process using e-Power 101 software system. Enter and track ECPs in e-Power thru the CCB approval and Support Equipment Change (SEC) assignment.

5.2 PROGRAM/PROJECT CONTROL AND IMPLEMENTATION

Provide support in the drafting, preparation and execution of spend plans and assist in the response to spend plan and obligation status drills.

Assist PMs and SETLs in the design, development, revision, maintenance and management of NAVAIR and PMA-260 CSE Web Pages and data specific to program and project information dissemination requirements for Integrated Project Team (IPT) members and other relevant activities.

Develop, update and maintain a web based action-item-tracking system for cataloging and project status reporting of open, pending and closed action items. Assist in the coordination of team assignments, resolution and closure of team action items and prepare status reports for the PMs and SETLs.

5.3 PROGRAM COORDINATION, EXECUTION AND REPORTING

Identify, track and propose solutions to program and project action items/chits.

Provide general program and project assistance in support of daily operations and tasking, including but not limited to, correspondence, action responses, program evaluation, project status evaluation, interface with other

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competencies and continuing program execution.

Assist in the drafting and preparation of the Customer Feedback Conference (CFC) briefing books and attend and support the CFCs.

Assist PMs and SETL for the for the update and maintenance of Closed Loop Procurement Tracking system (CLPTS) for their respective programs.

Devise a web based CFC action-item-tracking systems for cataloging and project status reporting of open, pending and closed action items. Assist in the coordination of team assignments, resolution and closure of team action items and inquiry and prepare final reports for PMS AND SETLs.

Review proposed ECP/SEC packages for CSE commodities and platforms. Review/revise Test Plans and observe Original Equipment Manufacturer (OEM) testing of new or replacement equipment and major sub-assemblies. Provide written reports of test observations and results.

Review draft procurement specifications for new SE equipment and review/revise SE test plans (TEMP). Observe OEM contractor testing and provide written reports of observations and test results. Provide recommendations to correct any testing deficiencies to PMs and SETLs.

Assist in the preparation of weekly, monthly, and quarterly program team highlights as required.

Review program management contract Data Requirements List (CDRL) deliverables and report findings.

Review on-going projects and identify SE related management problems and report findings to PMs and SETLs.

Coordinate IPT inputs for program reporting requirements. Assist in the generation of program and project reports to sponsors.

Provide on-site bridge between the Fleet and NAWC and assist in the investigation and reporting of Fleet inquiries/concerns/problems and facilitate resolution. Conduct periodic visits/meetings with various Wings, Squadrons, and Aircraft Intermediate Maintenance Departments (AIMDs). Provide written reports and briefings to PMs and SETLs of findings and recommend solutions.

Attend and provide management support at team meetings, conferences, design reviews, program reviews, procurement reviews, Integrated Logistics Support Management Team (ILSMT) meetings, planning conferences, CFCs, APN-7 reviews, Program Management Reviews (PMRs), fleet briefings, aircraft status reviews, Support Equipment Decision (SED) reviews, and other meetings. Draft agendas, minutes and action item lists and other support documentation.

Prepare presentation and briefing materials in support of program briefing requirements. Provide draft presentations and corrections/revisions and supporting documentation.

Provide support as the primary coordinator for the Cable Harness or Manufacturing Equivalent (CHROME) conferences. Conduct site visits for hotel selection, draft naval messages to announce the conference, consolidate all PowerPoint presentations, develop conference agenda and serve as Point of Contact (POC) liaison with selected conference hotel.

Provide graphic support for the development of report covers, product brochures, end item renditions (notional and/or final draft), templates and process flow diagrams and layouts, and illustrations to support management documentation.

5.4 PROGRAM/PROJECT SUPPORT FOR BORESIGHT SUPPORT EQUIPMENT

Provide Technical and Program Management support in the development and testing of AH-IZ Boresight SE.

Participate in the development of new Personality Modules; assist in defining requirements, drafting the Description Documentation, conducting operational tests and providing training.

Collaborate with Government and contractor engineers for the development and test of external rocket pod boresight adapter.

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Continue to support the development of the Weapons Error Budget.

Participate in the development of SE organic depot support.

Continue working with the Aircraft and CSE IPT to identify problems and their solutions.

Provide management and technical liaison to ensure the Advanced Boresight Equipment (ABE) is compatible with the AH-1W, AH-1Z and H-60. Additional tasks include:

Assist in the AH-1W ABE and Adapter fielding and training.

Continue working with the Government and contractors to develop the O-Level AH-1W boresight procedures.

Continue supporting ABE fielding and training.

Continue supporting ABE and AH-1W Adapter Calibration/Measurements Requirements Summary (CMRS) and calibration procedure development.

Assist in developing ABE organic calibration depot support.

Provide ABE operational instruction to contractor and Government personnel, as required.

6.0 DELIVERABLES

6.1 The contractor shall submit a monthly status report in accordance with CDRL A001.

6.2 The contractor shall submit programmatic and technical reports, as required in accordance with CDRL A002.

6.3 The contractor shall submit trip reports, as required in accordance with CDRL A003.

6.4 Incurred Cost and Progress Reporting

In order to support invoice reviews conducted as part of proper surveillance, the Contractor shall report incurred cost and progress in accordance with NAVAIR clause 5252.232-9529, "Incurred cost and Progress Reporting for Services," CDRL A004, and contract attachment (5).

7.0 SECURITY

There are no tasks in this order requiring contractor personnel to possess a security clearance.

8.0 TRAVEL

Contractor personnel shall travel as required to provide needed tasks through off-site meetings, conferences, design review, site surveys, or other events. All travel will be performed in accordance with the provisions of the most current Joint and Federal Travel Regulations.

9.0 PLACE OF PERFORMANCE

The place of performance under this contract will be performed on-site at government facilities and contractor facilities with government facilities as the primary location. Government facilities shall include but not be limited to NAVAIR Lakehurst, NJ. During the performance of tasks under this contract, contractors will be required commute to government and contractor facilities to support meetings. Contractors must support meetings within 1 hour of notification for facilities within 15 minutes commute of their primary duty station and within 24 hours of notification for facilities with a commute of 3 hours or longer.

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10.0 STANDARDS OF QUALITY AND TIMELINESS

Quality is measured by accuracy or a comprehensive understanding and communication of required tasks and timeliness measured by completion of an activity by the required due date. Outcomes are measured through Government observation and/or analysis of documents required by the contract data lists (DD 1423).

Task Performance Evaluation Criteria and Standards

Activity	Standard	Acceptable Quality Level	Method of Surveillance
Generate monthly status reports	Accuracy/Complete by customer due date	Provide accurate status reports by the assigned due date at least 95 percent of the time	Customer review of reports and timeliness
Generate programmatic and technical reports	Accuracy/Complete by customer due date	Provide technically accurate and detailed reports within 30 days of assigned due date at least 95 percent of the time	Customer review of reports and timeliness
Generate and submit trip reports	Accuracy/Complete by customer due date	Provide technically accurate and grammatically correct reports by the assigned due date at least 95 percent of the time	Customer review of reports and timeliness
Attend/participate in meetings at Government and Contractor facilities within 15 minutes and 3 hours or greater from duty station	Support meetings within 1 hour of notification for those within 15 minutes of commute from primary duty station; Support meetings within 24 hours of notification for those 3 hours or greater from primary duty station	Attend /participate in meetings per the standard at least 95 percent of the time	Customer review of timeliness

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Generate and submit minutes	Accuracy/Complete 15 business days after APN-7 Conferences/Blue Book Reviews and 5 business days after all other meetings/reviews.	Provide technically accurate and grammatically correct reports by assigned due date at least 95 percent of the time.	Customer review of reports and timeliness.
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SECTION D PACKAGING AND MARKING

ITEMS 1000, 3000 AND 3100 AND OPTION ITEMS 1100 AND 3300 THROUGH 6700- There are no packaging or marking requirements for the services to be ordered under the task orders. All requirements for packaging and marking of supplies or documents associated with the services shall be packaged, packed and marked in accordance with the provision set forth below unless otherwise indicated in individual task orders.

DATA PACKAGING LANGUAGE

All unclassified data shall be prepared for shipment in accordance with best commercial practice.

Classified reports, data, and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M dated January 1995.

HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (Sep 1990)

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

- (1) name and business of the contractor
- (2) contract number
- (3) task order number
- (4) sponsor: Thomas Donnelly

Naval Air Warfare Center AD Lakehurst, NJ

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be in accordance with Section E of the SeaPort-e basic contract.

The Task Order Manager (TOM) will be designated the responsibility of monitoring, progressing, and controlling the technical work for the resultant task order. The Quality Assurance Plan (QASP) for this task order includes the TOM performing a Task Order Performance Evaluation (TOPE) in accordance with the Seaport-e basic contract. This Task Order will be registered in the Contractor Performance Assessment Reporting System (CPARS). As part of the QASP, performance will be measured by the TOM for technical accuracy of deliverables, the general quality of services, timeliness, cost control, the contractor's responsiveness to customers, and team stability and cooperation with other IDIQ holder terms.

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SECTION F DELIVERABLES OR PERFORMANCE

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

1000	9/25/2008 - 9/24/2009
1100	9/25/2009 - 9/24/2010
3000	9/25/2008 - 9/24/2009
3100	9/25/2008 - 9/24/2009
3300	9/25/2009 - 9/24/2010
3400	9/25/2009 - 9/24/2010
4000	9/25/2010 - 3/24/2012
4100	9/25/2011 - 1/19/2013
4200	9/25/2013 - 3/25/2014
6000	6/21/2010 - 3/24/2012
6100	6/21/2010 - 3/24/2012
6300	9/25/2011 - 1/19/2013
6400	9/25/2011 - 1/19/2013
6600	9/25/2013 - 3/25/2014
6700	9/25/2013 - 3/25/2014

CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance for the Base Period is 25 September 2008 - 28 February 2010.

The Period of Performance for Option Period I is 1 January 2010 - 31 December 2010.

The Period of Performance for Option Period II is 26 July 2010 - 24 March 2012.

The Period of Performance for Option Period III is 25 September 2011 - 19 January 2013.

The Period of Performance for Option Period IV is 17 January 2013 - 25 March 2014.

F-1 Task Order Options

The Government may extend the term of this order by written notice to the Contractor within 7 days before the end of the current period of performance; provided that the Government give the Contractor a preliminary written notice of its intent to extend at least 30 days before the end of the current period of performance. The preliminary notice does not commit the Government to an extension.

If the Government exercises an option, the extended order shall be considered to include this option provision.

The total duration of this order, including the exercise of any option under this clause, shall not exceed 5 years.

52.217-5 Evaluation of Options

Evaluation of Options (Jul 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the options(s).

(End of Provision)

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SECTION G CONTRACT ADMINISTRATION DATA

TASK ORDERING MANAGER (TOM) APPOINTMENT (JUL 2005)

(a) The Task Ordering Officer hereby appoints the following individual as the Task Ordering Manager (TOM) for this Task

Name: Thomas Donnelly

Code: 1.1.7.1

E-mail: thomas.donnelly@navy.mil

Mailing Address: Code 1171, Highway 547, Lakehurst NJ 08733

Telephone: 732-323-4384

(b) The TOM is responsible for those specific functions assigned in the Task Order manager appointment letter.

(c) Only the Task Order Contracting Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Ordering Contracting Officer in writing. No action shall be taken by the contractor unless the Task Order Contracting Officer, PCO or ACO has issued a formal modification.

5252.232-9529, Incurred Cost Reporting and Progress Reporting for Services

The following applies to the prime contractor and all subcontractors. If desired, a subcontractor may directly submit the required data in accordance with contract CDRL A004. When a subcontractor reports directly to the Government, the prime contractor shall highlight the subcontractor costs to be directly reported to the Government.

General: The contractor shall segregate costs incurred under this contract and provide a report as a supplement to each invoice submitted for payment in accordance with the requirements of this clause and CDRL A004. This report shall include the elements outlined below and, at a minimum, be submitted jointly with the invoice. The total of all cost elements below shall match the applicable invoice amount. If there are no costs associated to a particular element, the report shall state "Not Applicable." The data tables outlined in attachment (5) shall be utilized as required herein and attached to the report. Other required information and supporting documentation not reported as part of the data tables shall be included in the report and/or as a separate attachment to the report.

a) Incurred Costs:

1) **Summary:** An incurred cost summary shall be reported by completing the "Header" and "Invoice Summary" tabs included in attachment (5).

2) **Labor:** Incurred costs for labor shall be reported by completing the "Invoiced Labor" tab, and, if applicable, the "If Individuals > Hourly Tripwire" tab included in attachment (5). Additional information regarding individual labor categories and fully burdened labor rates shall be provided upon request.

3) **Other Direct Costs (ODCs), including Travel and Material:** Total fully burdened other direct costs shall be reported by completing the "Invoice Summary" tab included in attachment (5). In addition, an itemized listing of the unburdened other direct charges, including travel and material, shall be provided. For material greater than \$3,000, the invoice number, date, total amount, company, purchase order number, and description of each item shall be included. For travel, the dates, names of individuals traveling, destination, purpose and total cost shall be outlined. A copy of the travel voucher with accompanying receipts shall be provided upon request. For material less than \$3,000, supplemental data shall be provided upon request. The report shall also include the following statements regarding ODCs and Labor: "No fee has been applied to ODCs, and the

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applicable fee rate does not exceed that identified in NAVAIR Clause 5252.215-9512, Savings Clause."

b) **Progress:** A description of progress made during the invoice period by SOW Tasking shall be included in the report. At a minimum, the description shall include the following: deliverables completed and delivered, problem areas encountered, and any impacts on cost, technical and schedule.

SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

ESTIMATED

ITEM (S) ALLOTED TO COST ALLOTED TO FEE PERIOD OF PERFORMANCE

Cost	Fee	Total	
[REDACTED]	[REDACTED]	[REDACTED]	BASE PERIOD
[REDACTED]	[REDACTED]	[REDACTED]	OPTION PERIOD I
[REDACTED]	[REDACTED]	[REDACTED]	OPTION PERIOD II
[REDACTED]	[REDACTED]	[REDACTED]	OPTION PERIOD III
[REDACTED]	[REDACTED]	[REDACTED]	OPTION PERIOD IV

TOTAL

COST: [REDACTED] FEE: [REDACTED] TOTAL: [REDACTED] (To be provided at the task order level)

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

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

FUNDING PROFILE

Total \$ [REDACTED]

5252.232-9513 INVOICING INSTRUCTIONS AND PAYMENT (WAWF INSTRUCTIONS) (MAR 2006)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF):

(1) The vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line:

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1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site: <http://www.acquisition.navy.mil/navyaos/content/view/full/3521>

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for the size of files per invoice is 5 megabytes.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

WAWF Invoice Type: Access the following web site for information on invoice types:http://www.wawftraining.com/courses/_content_package/content_files/menuTree.html- Click on Vendor, then Determine Type of Document to Create.

Issuing Office DODAAC: N68335.

Admin Office DODAAC: See block 6 of Task Order front page.

Inspector DODAAC (if applicable): N68335

Ship To DODAAC (for Combo),Service Acceptor DODAAC (for 2 in 1),Service Approver DODAAC (for Final Cost Voucher) (if applicable):N68335

Acceptor DODAAC (if applicable): N68335 **Organization that Government Acceptor Works for

Local Processing Office:N/A (Leave blank)

DCAA Office DODAAC (Cost Voucher Approver – if applicable): Enter DCAA Office DODAAC

Paying Office DODAAC: See Block 12 of Task Order front page.

(c) The contractor shall submit invoices / cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Final voucher submission will be approved by the ACO.

(d) The Government shall process invoices / cost vouchers for payment per contract terms.

(e) For each invoice / cost voucher submitted for payment, the contractor shall also email the WAWF automated invoice notice directly to the following points of contact:

Thomas Donnelly, thomas.donnely@navy.mil, 732-323-4384, Acceptor

Accounting Data

SLINID	PR Number	Amount
100001	130011233600001	[REDACTED]
LLA :		
AA 1781506 47C2 252 00019 0 050120 2D 000000 A00000035776		
300001	130011233600001	[REDACTED]
LLA :		
AA 1781506 47C2 252 00019 0 050120 2D 000000 A00000035776		
310001	130011233600001	[REDACTED]
LLA :		
AA 1781506 47C2 252 00019 0 050120 2D 000000 A00000035776		

BASE Funding [REDACTED]
Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.211-9502 GOVERNMENT INSTALLATION WORK SCHEDULE (NAVAIR) (OCT 2005)

(a) The Holidays applicable to this contract are: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

(b) In the event that the contractor is prevented from performance as the result of an Executive Order or an administrative leave determination that applies to the using activity, such time may be charged to the contract as a direct cost provided such charges are consistent with the contractor's accounting practices. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the assigned Government employees at the using activity.

5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES) (NAVAIR)(OCT 2005)

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services. The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution to such personnel, in accordance with paragraph (d) below.

(c) The contractor agrees that during the first six months of the contract, no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or family friendly leave. In such an event, the contractor must promptly provide the information required by paragraph (d) below to the Contracting Officer for approval prior to the substitution or addition of key personnel.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, information regarding the full financial impact of the change, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) 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 offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

(h) Noncompliance with the provisions of this clause will be considered a material breach of the terms and conditions of the contract for which the Government may seek any and all appropriate remedies including

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Termination for Default pursuant to FAR Clause 52.249-6, Alt IV, "Termination (Cost-Reimbursement)".

5252.237-9503 ORDERING PROCEDURES FOR NAVY MARINE CORPS INTRANET (NMCI) SERVICES (NAVAIR) (SEP 2000)

(a) This Support Services contract may require the use of and/or access to Department of Navy (DoN) Information Technology (IT) Resources by contractor personnel for contract performance. Applicable DoN IT Resources for performance of this contract shall be procured from the NMCI Contractor pursuant to the authority of NMCI Contract # N00024-00-D-6000, clause 5.2 "Ordering."

(b) The Support Services contractor shall obtain written authorization from the Contracting Officer executing this contract, prior to ordering directly from the NMCI Contractor. No NMCI Order may be placed without the prior written authorization of the Contracting Officer. Any NMCI Order exceeding the written authorization of the Contracting Officer shall be treated as an unallowable cost pursuant to FAR Part 31.

(c) The Government shall reimburse the contractor for the placement of NMCI Orders including applicable indirect burdens (general & administrative, etc.), excluding profit or fee.

SECURITY REQUIREMENTS

Program Administrator (PA) Employees. The PA shall not employ persons for work in the performance of this Award who are identified to the PA by the Contracting Officer as potential threats to the health, safety, security, general well being, or operational mission of the installation and its population. Where reading, understanding, read, write, and speak English to the twelfth grade level. (The speaking skill is not required of a PA employee who is hearing impaired). All PA employees must be computer literate.

Employment of Foreign Nationals: No foreign nationals shall be employed under this award. The PA shall ensure that all personnel employed in the performance of this award shall be United States Citizens, and capable of obtaining a secret security clearance.

NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

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

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SECTION I CONTRACT CLAUSES

Clauses specified in Section I of the SeaPort-e basic contract are incorporated into this order if applicable.

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SECTION J LIST OF ATTACHMENTS

Quality Assurance Surveillance Plan - Attachment 1

Contract Data Requirements List (CDRL) - Attachment 2

COR Appointment Letter - Attachment 3

Incurred Cost & Progress Reporting for Services - Attachment 4

Incurred Cost & Progress Reporting for Services (Attachment) - Attachment 5