

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
31

3. EFFECTIVE DATE
27-Sep-2017

4. REQUISITION/PURCHASE REQ. NO.
1300591919

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00014

7. ADMINISTERED BY (If other than Item 6) CODE

S2101A

Office of Naval Research
875 N. Randolph St
Arlington VA 22203-1995

DCMA Baltimore
217 EAST REDWOOD STREET, SUITE 1800
BALTIMORE MD 21202-3375

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

International Business Machines Corporation dba IBM
6710 Rockledge Drive
Bethesda MD 20817-1826

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-05-D-4364-EE01

10B. DATED (SEE ITEM 13)

10-Aug-2011

CAGE CODE

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)

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.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)
FAR 43.103(b) Bilateral Modification; FAR 52.232-22 'Limitation of Funds'

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B.

(Signature of person authorized to sign)

15C. DATE SIGNED

16B.
BY
(Signature of Contracting Officer)

16C. DATE SIGNED

GENERAL INFORMATION

The purpose of this modification is to

- 1) De-obligate funding in the amount of [REDACTED] from CLIN 6000/ SLIN 600002, ACRN AA,
- 2) De-obligate funding in the amount of [REDACTED] from CLIN 4000/ SLIN 400005, ACRN AE.
- 3) De-obligate funding in the amount of [REDACTED] from CLIN 4100/ SLN 410002, ACRN AE.
- 4) De-obligate funding in the amount of [REDACTED] from CLIN 4100/ SLIN 410003, ACRN AE.
- 5) Revise Section G, Paragraph 1.3 entitled "Allotment of Funds",
- 6) Revise Section G Financial Accounting Data.

Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

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

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services - Contractor shall furnish necessary personnel and facilities to perform efforts as described in Section C and provide reports and data in accordance with Exhibit A. (RDT&E)					
400001	R710	Funding in support of CLIN 4000 (RDT&E)					
400002	R710	Funding in support of CLIN 4000 (O&MN,N)					
400003	R710	Funding in support of CLIN 4000 (RDT&E)					
400004	R710	Funding in support of CLIN 4000 (RDT&E)					
400005	R710	Funding in support of CLIN 4000 (RDT&E)					
4100	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services - Contractor shall furnish necessary personnel and facilities to perform efforts as described in Section C and provide reports and data in accordance with Exhibit A. (RDT&E)					
410001	R710	Funding in support of CLIN 4100 (RDT&E)					
410002	R710	Funding in support of CLIN 4100 (RDT&E)					
410003	R710	Funding in support of CLIN 4100 (RDT&E)					
410004	R710	Funding in support of CLIN 4100 (RDT&E)					
410005	R710	Funding in support of CLIN 4100 (RDT&E)					
4101	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Services--Contractor shall furnish necessary personnel, facilities, services of others, and materials in accordance with Statement of Work (SOW) Addendum I. Contractor shall provide reports and data in accordance with Exhibit A. (RDT&E)					
4200	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services - Contractor shall furnish necessary personnel and facilities to perform efforts as described in Section C and provide reports and data in accordance with Exhibit A. (RDT&E)					
420001	R710	Funding in support of CLIN 4200 (RDT&E)					
420002	R710	Funding in support of CLIN 4200 (RDT&E)					
420003	R710	Funding in support of CLIN 4200 (RDT&E)					
4201	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services--Contractor shall furnish necessary personnel, facilities, services of others, and materials in accordance with Statement of Work (SOW) Addendum I. Contractor shall provide reports and data in accordance with Exhibit A. (RDT&E)					
420101	R710	Funding for CLIN 4201 (RDT&E)					
420102	R710	Funding for CLIN 4201 (RDT&E)					
420103	R710	Funding for CLIN 4201 (RDT&E)					
420104	R710	Funding for CLIN 4201 (RDT&E)					
420105	R710	Funding for CLIN 4201 (RDT&E)					
420106	R710	Funding for CLIN 4201 (RDT&E)					
420107	R710	Funding for CLIN 4201 (RDT&E)					
420108	R710	Funding for CLIN 4201 (RDT&E)					
420109	R710	Funding for CLIN 4201 (RDT&E)					
420110	R710	Funding for CLIN 4201 (RDT&E)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
420111	R710	Funding for CLIN 4201 (RDT&E)					
4300	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services - Contractor shall furnish necessary personnel and facilities to perform efforts as described in Section C and provide reports and data in accordance with Exhibit A. (RDT&E)					
430001	R710	Incremental Funding ACRN AW (RDT&E)					
430002	R710	Incremental Funding ACRN AZ (RDT&E)					
430003	R710	Incremental Funding ACRN BA (RDT&E)					
4301	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services--Contractor shall furnish necessary personnel, facilities, services of others, and materials in accordance with Statement of Work (SOW) Addendum I. Contractor shall provide reports and data in accordance with Exhibit A. (RDT&E)					
430101	R710	Incremental Funding ACRN AX (RDT&E)					
430102	R710	Incremental Funding ACRN AZ (RDT&E)					
430103	R710	Incremental Funding ACRN BA (RDT&E)					
430104	R710	Incremental Funding ACRN BC (RDT&E)					
430105	R710	Incremental Funding ACRN AZ (RDT&E)					
4400	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services - Contractor shall furnish necessary personnel and facilities to perform efforts as described in Section C and provide reports and data in accordance with Exhibit A. (RDT&E)					
440001	R710	Incremental Funding ACRN BB (RDT&E)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
440002	R710	Incremental Funding ACRN BC ██████████ (RDT&E)					
440003	R710	Incremental Funding ACRN BE ██████████ (RDT&E)					
440004	R710	Incremental Funding ACRN BF ██████████ (RDT&E)					
440005	R710	Incremental Funding ACRN BG ██████████ (RDT&E)					
440006	R710	Incremental Funding ACRN BH ██████████ (RDT&E)					
440007	R710	Incremental Funding ACRN BJ ██████████ (RDT&E)					
440008	R710	Incremental Funding ACRN BN, ██████████ (RDT&E)					
440009	R710	Incremental Funding ACRN BP, ██████████0 (RDT&E)					
4401	R710	Navy Enterprise Resource Planning (ERP) Systems Integration Support Services--Contractor shall furnish necessary personnel, facilities, services of others, and materials in accordance with Statement of Work (SOW) Addendum I. Contractor shall provide reports and data in accordance with Exhibit A. (RDT&E)	██████████		██		
440101	R710	Incremental Funding ACRN BB ██████████ (RDT&E)					
440102	R710	Incremental Funding ACRN BC ██████████ (RDT&E)					
440103	R710	Incremental Funding ACRN BD ██████████ (RDT&E)					
440104	R710	Incremental Funding ACRN BK ██████████ (RDT&E)					
440105	R710	Incremental Funding ACRN BL ██████████ (RDT&E)					
440106	R710	Incremental Funding ACRN BM ██████████ (RDT&E)					
440107	R710	Incremental Funding ACRN BN ██████████ (RDT&E)					
440108	R710	Incremental Funding ACRN BP ██████████ (RDT&E)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
440110	R710	Incremental Funding ACRN BQ ██████████ (RDT&E)					
440111	R710	Incremental Funding ACRN BR ██████████ (RDT&E)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4000 (RDT&E)			██████████
600001	R710	Funding in support of CLIN 6000 (RDT&E)			
600002	R710	Funding in support of CLIN 6000 (RDT&E)			
600003	R710	Funding in support of CLIN 6000 (RDT&E)			
600004	R710	Funding in support of CLIN 6000 (RDT&E)			
600005	R710	Funding in support of CLIN 6000 (RDT&E)			
600006	R710	Funding in support of CLIN 6000 (RDT&E)			
6100	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4100 (RDT&E)			██████████
610001	R710	Funding in support of CLIN 6100 (RDT&E)			
610002	R710	Funding in support of CLIN 6100 (RDT&E)			
610003	R710	Funding in support of CLIN 6100 (RDT&E)			
6101	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4101. (RDT&E)			██████████
6200	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4200 (RDT&E)			██████████
620001	R710	Funding in support of CLIN 6200 (RDT&E)			
6201	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4201. (RDT&E)			██████████
620101	R710	Funding for CLIN 6201 (RDT&E)			
620102	R710	Funding for CLIN 6201 (RDT&E)			
6300	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4300 (RDT&E)			██████████
630001	R710	Funding in Support of CLIN 6300 (RDT&E)			
6301	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4301. (RDT&E)			██████████
630101	R710	Incremental Funding in support of CLIN 6301 ██████████ (RDT&E)			
630102	R710	Incremental Funding in support of CLIN 6301 ██████████ (RDT&E)			
630103	R710	Incremental Funding in support of CLIN 6301 ██████████ (RDT&E)			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6400	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4400 (RDT&E)			
6401	R710	Includes travel, supplies, and all other direct costs in support of CLIN 4401. (RDT&E)			
640101	R710	Incremental Funding ACRN BB [REDACTED] (RDT&E)			
640102	R710	Incremental Funding ACRN BD [REDACTED] (RDT&E)			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE BASED STATEMENT OF WORK (PBSOW)

OFFICE OF NAVAL RESEARCH (ONR) ENTERPRISE RESOURCE PLANNING BUSINESS OFFICE

1.0 Introduction

The Office of Naval Research (ONR) is an Echelon I headquarters organization within the Office of the Secretary of the Navy (SECNAV) established by Congress to command and manage all Science and Technology (S&T), defined as basic research (budget category 6.1), applied research (6.2), and advanced technology development (6.3), for the Department of the Navy (DON) and to foster transition from science and technology to higher levels of research, development, test, and evaluation.

The Fiscal Year (FY) 2005 and 2008 National Defense Authorization Acts laid the framework for the Department of Defense (DoD) to transition to an Enterprise Resource Planning (ERP) environment. The FY 2005 Act required the Departments to develop enterprise architecture, as well as a transition and a governance plan for their business system modernization. The FY 2008 Act codified the Deputy Secretary of Defense (DepSecDef) as the Department's Chief Management Officer and required the Department to develop and submit to Congress a Strategic Management Plan (SMP). DoD also issued an Enterprise Transition Plan (ETP) that aligned to the SMP's strategic framework goals, which include business priorities that affect business system transformation across the Department.

Within the DoD ETP, the Department of the Navy (DoN) lists five priorities of its business transformation efforts:

- 1) Establish and Manage a Secure, Interoperable Net-Centric Naval Information Management/Information Technology (IM/IT) Infrastructure
- 2) Create Optimized Processes and Integrated Systems
- 3) Optimize Investments for Mission Accomplishment
- 4) Transform Applications and Data into Web-based Capabilities to Improve Effectiveness and Gain Efficiencies
- 5) Align Business Mission Area Governance

Navy ERP is an ACAT I program which seeks to modernize and streamline the way Navy does business, to reduce the number of older, more costly IT applications, to operate the business of the Navy the same way across its many commands, and for the Navy to be able to more clearly report its stewardship of the taxpayer's money. Navy ERP is listed as a major initiative and addresses four of the five priorities listed above (addresses priorities 1-4).

At the direction of the U.S. Navy, the Navy Enterprise Resource Planning Program Office (Navy ERP PO) will deploy a single SAP software solution across the Navy SYSCOMs in line with best business practices configured to the US Navy requirements. Navy ERP system deployments "go-live" at ONR 01 OCT 2012 (FY13) and will complete major SYSCOM deployment milestones for the Navy.

In contrast to currently deployed SYSCOMs, ONR will have no previous SAP operational experience. In order to prepare, implement, deploy, and sustain the Navy ERP application across Command components, ONR will require extensive

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systems integrator assistance, support, and expertise across all system lifecycle categories. ONR expects system integrator support to begin in FY11 and continue through sustainment starting in FY14.

ONR has conducted its own implementation requirement analysis as well as incorporated the Navy ERP PO implementation guidance and SYSCOM lessons learned to formulate Command specific system lifecycle support needs. Critical lifecycle support will include, but is not limited to, subject matter expertise in the principles, process, methodologies, practical application, and expert working knowledge of the mySAP ERP ECC 5.0/6.0 commercial-off-the-shelf (COTS) application and Navy ERP solution.

ONR business processes impacted include budget, funds management, finance, accounting, asset management, procurement, assistance awards and awards management (i.e. pre- and post- award grants and cooperative agreements), limited reimbursable orders, inventory management, and limited supply chain management. ONR enhanced requirements include proficient working knowledge of the Navy ERP PO deployed Government SAP solution, ONR business processes, and best business practices and deployment solutions at previously deployed SYSCOMs or other similar organizations.

System lifecycle development, deployment, and sustainment support areas include:

- a. Project Management
- b. Organizational Change Management
- c. Business Process Reengineering/Data Management
- d. Training
- e. Engineering and Technical
- f. Continuity of Business and Mission Operations
- g. Facilities

2.0 Objective

The objective of this performance based statement of work (PBSOW) is to procure contract support to perform tasks within the scope established in this specification.

3.0 Scope

The scope of this Statement of Work (SOW) is to provide the Office of Naval Research (ONR) system support during the deployment of the Navy's ERP enterprise business solution otherwise known as Navy Enterprise Resource Planning (ERP) Release 1.0. ONR is scheduled to "go-live" in Navy ERP on or about 01-Oct-2012. ONR expects deployment and lifecycle support to begin in FY11 and continue through system sustainment in FY14.

It is anticipated that services will be required to support ONR Headquarters and multiple ONR commands and physical site locations as identified below:

- ONR Headquarters, 875 N. Randolph St., Arlington, VA

The primary location of work shall be at the Arlington, VA facility. Travel to the following other sites is anticipated to be on an as needed basis:

- ONR Atlanta Regional Office, 100 Alabama St., SW, Atlanta, GA
- ONR Boston Regional Office, 495 Summer Street, Boston, MA
- ONR Chicago Regional Office, 230 S. Dearborn, Chicago, IL
- ONR San Diego Regional Office, 140 Sylvester Rd., San Diego, CA
- ONR Seattle Regional Office, 1107 NE 45th Street, Seattle, WA
- ONRG United Kingdom, 86 Blenheim Crescent, West Ruislip, Middlesex,

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England

- ONRG Tokyo, Hardy Barracks, 7-23-17 Roppongi, Minato-ku, Tokyo, Japan
- ONRG Americas, U.S. Embassy Santiago, Avenida Costanera Andres Bello 2800, 7550659 Las Condes, Santiago Chile
- Commander Operational Test and Evaluation Force (COMOPTEVFOR), 7970 Diven Street, Norfolk, VA 23505
- Marine Corps Warfighting Lab, Quantico, VA
- PMR-51, 1550 Crystal Drive, Arlington, VA
- OPNAV N811, Pentagon, Arlington, VA

ADDITIONAL INFORMATION

ONR provides this information to enhance understanding of its organizational environment as this relates to Navy ERP.

- (a) ONR estimates total Command end user population for the Navy ERP deployment to be approximately 1,100 for planning purposes.
- (b) ONR executes only General Fund (GF) and will have no Working Capital Fund (WCF) implementation requirements.
- (c) ONR will begin some form of interaction with the Navy ERP production environment in advance of formal site deployment in FY13. Notionally interaction will be on limited basis beginning 01 Oct 2010 and increase in intensity through deployment and system stabilization.
- (d) Navy ERP end-to-end processes as understood at this time incorporate the SAP FM, FI/CO, AM, MM-PUR, MM-IM, PS, SD, HR, WF, BW (See Acronyms and Definitions on Appendix A) capabilities; and potentially CRM, PPS, the DoD Standard Procurement System (SPS) and integrated legacy systems and indirect supply chain and logistics functions inherent to the Navy ERP solution via Release 1.1 Single Supply Solution.
- (e) ONR utilizes a subset of Navy ERP PO identified legacy systems that will be interfaced to the Navy ERP solution as well as unique Command legacy systems without previous deployment or preparation for Navy ERP migration. ONR does not currently utilize the Standard Procurement System (SPS) for its procurement awards. ONR also issues assistance awards (grants and cooperative agreements).
- (f) ONR performs the administration of both procurement and assistance awards issued by DoD activities to universities and non-profits.

4.0 Requirements

4.1 BASE YEAR - Navy Enterprise Resource Planning (ERP) Systems Integration Support Services (CLIN 4000)

4.1.1 Project Management:

To support an integrated project management plan that includes strategy and planning for comprehensive implementation activities resulting in successful Navy ERP go-live and transition to stable production operations at ONR. The project management plan shall include organizational change management (OCM), business process reengineering (BPR), training and continuity of business and mission operations. To provide the Navy ERP system integration support within defined ONR and Navy ERP PO budget and functional limits to enable development, deployment, stabilization, and sustainment of the Navy ERP System at ONR. Project management shall include: comprehensive headquarters and field activity planning, schedule management, documentation management, execution, maintenance, monitoring, and reporting for the ONR Navy ERP implementation.

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4.1.2 Organizational Change Management: To provide Organizational Change Management (OCM) support necessary to plan, develop, execute, maintain, monitor and report on change management activities originating from both the Navy ERP Program Office and ONR. Organizational Change Management shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, monitoring, and reporting.

4.1.3 Business Process Reengineering: To provide comprehensive Business Process Reengineering (BPR) support to enable development, deployment, stabilization, and sustainment of the Navy ERP system at ONR. Business Process Reengineering shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, testing requirement identification and validation, monitoring, and reporting. BPR efforts shall also include necessary data conversion at HQ and field activities to support mock conversions and cutover activities.

4.1.4 Training: To provide Command-wide consistent training support to develop the Government implementation team resources to levels necessary to execute project tasks proficiently and enable localization, development, deployment, stabilization, and sustainment of the Navy ERP system at ONR. Training shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.1.5 Engineering and Technical: To provide mySAP ERP and Navy ERP system engineers and other technical resources to support specific engineering and technical project activities, inclusive of all Report, Interface, Customization, and Enhancement (RICE) efforts, data extraction and transformation, data cleansing, necessary to enable development, deployment, stabilization, and sustainment activities at ONR. Engineering and technical support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.1.6 Continuity of Business and Mission Operations: To provide continuity of business and mission operations planning and support to minimize business impact while enabling the development, deployment, stabilization, and sustainment of the Navy ERP system at ONR. Continuity of Business and Mission Operations support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.1.7 Facilities: The Government requires close collaborative work with the Contractor. The Government requires that the contractor shall have conference room facilities as well as 5 "hot seats" (offices or cubicles equipped with an Ethernet wired internet connections) for personnel not covered under this contract (e.g. Navy ERP Site Implementation Team (SIT)). The facilities shall be located within 0.5 miles of ONR Headquarters (ONRHQ), 875 N. Randolph Street, Arlington, VA.

4.2 Navy Enterprise Resource Planning (ERP) Systems Integration Support Services (CLIN 4100) – OPTION I

4.2.1 Project Management: To provide integrated project management support within defined ONR and Navy ERP PO budget and functional limits to enable development, deployment, stabilization, and sustainment of the Navy ERP System at ONR. Project management shall include: comprehensive headquarters and field activity planning, schedule management, documentation management, execution, maintenance, monitoring, and reporting for the ONR Navy ERP implementation.

4.2.2 Organizational Change Management: To provide Organizational Change Management (OCM) support necessary to plan, develop, execute, maintain,

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monitor and report on change management activities originating from both the Navy ERP Program Office and ONR. Organizational Change Management shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, monitoring, and reporting.

4.2.3 Business Process Reengineering: To provide comprehensive Business Process Reengineering (BPR) support to enable development, deployment, stabilization, and sustainment of the Navy ERP system at ONR. Business Process Reengineering shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, testing requirement identification and validation, monitoring, and reporting. BPR efforts shall also include necessary data conversion at HQ and field activities to support mock conversions and cutover activities.

4.2.4 Training: To provide consistent training support to develop Government implementation team resources to levels necessary to execute project tasks proficiently and provide end user training localization, development, delivery, stabilization, and sustainment of the Navy ERP system at ONR. Training shall include: comprehensive headquarters and field activity project planning, delivery, maintenance, monitoring, and reporting.

4.2.5 Engineering and Technical: To provide mySAP ERP and Navy ERP system engineers and other technical resources to support specific engineering and technical project activities, inclusive of all Report, Interface, Customization, and Enhancement (RICE) efforts, data extraction and transformation, data cleansing, necessary to enable development, deployment, stabilization, and sustainment activities at ONR. Engineering and technical support shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, monitoring, and reporting.

4.2.6 Continuity of Business and Mission Operations: To provide continuity of business and mission operations planning and support to minimize business impact while enabling the development, deployment, stabilization, and sustainment of the Navy ERP system at ONR. Continuity of Business and Mission Operations support shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, monitoring, and reporting.

4.2.7 Facilities: The Government requires close collaborative work with the Contractor. The Government requires that the contractor shall have conference room facilities as well as 20 "hot seats" (offices or cubicles equipped with an Ethernet wired internet connections) for personnel not covered under this contract (e.g. Navy ERP Site Implementation Team (SIT)). The facilities shall be located within 0.5 miles of ONR Headquarters (ONRHQ), 875 N. Randolph Street, Arlington, VA.

4.3 Navy Enterprise Resource Planning (ERP) Systems Integration Support Services (CLIN 4200) – OPTION II

4.3.1 Project Management: To provide integrated project management support within defined ONR and Navy ERP PO budget and functional limits to enable deployment, stabilization, and ramp down to Navy ERP system sustainment levels at ONR. Project management shall include: comprehensive headquarters and field activity project planning, schedule management, documentation management, execution, maintenance, monitoring, and reporting for the ONR Navy ERP deployment and stabilization.

4.3.2 Organizational Change Management: To provide Organizational Change Management (OCM) support necessary to monitor and report on go-live to D+6

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change management activities originating from both the Navy ERP Program Office and ONR. Organizational Change Management shall include: comprehensive headquarters and field activity post go-live project planning, documentation, execution, maintenance, monitoring, and reporting.

4.3.3 Business Process Stabilization: To provide comprehensive production system business process support to enable deployment, stabilization, and ramp down to Navy ERP system sustainment levels at ONR. Business Process production system support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.3.4 Training: To provide Command-wide consistent training support to enable end user system and business process proficiency via training localization, development, delivery, stabilization, and ramp down to Navy ERP system sustainment levels at ONR. Training shall include: comprehensive headquarters and field activity planning, delivery, maintenance, monitoring, and reporting.

4.3.5 Engineering and Technical: To provide mySAP ERP and Navy ERP system engineers and other technical resources to support specific engineering and technical project activities necessary to enable deployment, stabilization, and ramp down to Navy ERP system sustainment activities at ONR. Engineering and technical support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.3.6 Continuity of Business and Mission Operations: To provide continuity of business and mission operations planning and support to minimize business impact while enabling the deployment, stabilization, and ramp down to Navy ERP system sustainment levels at ONR. Continuity of Business and Mission Operations support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.3.7 Facilities: The Government requires close collaborative work with the Contractor. The Government requires that the contractor shall have conference room facilities as well as 20 "hot seats" (offices or cubicles equipped with an Ethernet wired internet connections) for personnel not covered under this contract (e.g. Navy ERP Site Implementation Team (SIT)). The facilities shall be located within 0.5 miles of ONR Headquarters (ONRHQ), 875 N. Randolph Street, Arlington, VA.

4.4 Navy Enterprise Resource Planning (ERP) Systems Integration Support Services (CLIN 4300) – OPTION III

4.4.1 Project Management - Sustainment: To provide project management support to the Command Business Office within defined ONR and Navy ERP PO budget and functional limits to enable sustainment of the Navy ERP System at ONR. ONR Navy ERP Project Management sustainment support shall include: comprehensive system sustainment planning, documentation, execution, maintenance, monitoring, and reporting.

4.4.2 Business Process Sustainment: To provide comprehensive Business Process sustainment support to enable sustainment of the Navy ERP system at ONR. Business Process sustainment shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

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4.4.3 Training: To provide consistent training support to enable sustainment of end user system access requirements and ONR business process proficiency via training localization, development, delivery, and Navy ERP system sustainment at ONR. ONR Navy ERP Training sustainment support shall include: comprehensive headquarters and field activity training planning, documentation execution, maintenance, monitoring, and reporting.

4.4.4 Engineering and Technical: To provide current SAP product expert system engineers and other technical resource subject matter experts (SMEs) to supplement Navy ERP Program Office and ONR Information Technology resources. ONR Navy ERP engineering and technical sustainment support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.4.5 Continuity of Business and Mission Operations: To provide ongoing continuity of business and mission operations planning and support to minimize business impacts during sustainment of the Navy ERP system at ONR. ONR Navy ERP continuity of business and mission operations sustainment support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.4.6 Facilities: The Government requires close collaborative work with the Contractor. The Government requires that the contractor shall have conference room facilities as well as 5 "hot seats" (offices or cubicles equipped with an Ethernet wired internet connections) for personnel not covered under this contract (e.g. Navy ERP Site Implementation Team (SIT)). The facilities shall be located within 0.5 miles of ONR Headquarters (ONRHQ), 875 N. Randolph Street, Arlington, VA.

4.4.7 Organizational Change Management: To provide Organizational Change Management (OCM) support necessary to monitor and report on go-live to D+6 change management activities originating from both the Navy ERP Program Office and ONR. Organizational Change Management shall include: comprehensive headquarters and field activity post go-live project planning, documentation, execution, maintenance, monitoring, and reporting.

4.5 Navy Enterprise Resource Planning (ERP) Systems Integration Support Services (CLIN 4400) – OPTION IV

4.5.1 Project Management - Sustainment: To provide project management support to the Command Business Office within defined ONR and Navy ERP PO budget and functional limits to enable sustainment of the Navy ERP System at ONR. ONR Navy ERP Project Management sustainment support shall include: comprehensive system sustainment planning, documentation, execution, maintenance, monitoring, and reporting.

4.5.2 Business Process Sustainment: To provide comprehensive Business Process sustainment support to enable sustainment of the Navy ERP system at ONR. Business Process sustainment shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.5.3 Training: To provide consistent training support to enable sustainment of end user system access requirements and ONR business process proficiency via training localization, development, delivery, and Navy ERP system sustainment at ONR. ONR Navy ERP Training sustainment support shall include: comprehensive headquarters and field activity training planning, documentation execution, maintenance, monitoring, and reporting.

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4.5.4 Engineering and Technical: To provide current SAP product expert system engineers and other technical resource subject matter experts (SMEs) to supplement Navy ERP Program Office and ONR Information Technology resources. ONR Navy ERP engineering and technical sustainment support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.5.5 Continuity of Business and Mission Operations: To provide ongoing continuity of business and mission operations planning and support to minimize business impacts during sustainment of the Navy ERP system at ONR. ONR Navy ERP continuity of business and mission operations sustainment support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.

4.5.6 Facilities: The Government requires close collaborative work with the Contractor. The Government requires that the contractor shall have conference room facilities as well as 5 "hot seats" (offices or cubicles equipped with an Ethernet wired internet connections) for personnel not covered under this contract (e.g. Navy ERP Site Implementation Team (SIT)). The facilities shall be located within 0.5 miles of ONR Headquarters (ONRHQ), 875 N. Randolph Street, Arlington, VA.

4.5.7 Organizational Change Management: To provide Organizational Change Management (OCM) support necessary to monitor and report on go-live to D+6 change management activities originating from both the Navy ERP Program Office and ONR. Organizational Change Management shall include: comprehensive headquarters and field activity post go-live project planning, documentation, execution, maintenance, monitoring, and reporting.

5.0 Source Documents

The following list of documents are indicative of guidelines to be utilized in the performance of this task order. This list is not all-inclusive. Instead, these documents provide baseline guidance for performance of this effort.

- Command Implementation Guidance, Navy Enterprise Resource Planning Program, Version: v2.0; Date: 15 July 2009 SEE ATTACHMENT 6.

6.0 Reports, Data, and Other Deliverables

6.1 Monthly Progress and Financial Reports. The Contractor shall provide monthly progress and financial reports. Reports shall be issued in accordance with Contract Data Requirements List (CDRLs) DD Form 1423, attached hereto as Exhibit A. CDRLs are not separately priced. All data must be submitted electronically.

6.2 Quality Control Plan (QCP). The Contractor is required to provide a QCP detailing the quality control procedures and methods, plan implementation, and plan evaluation. The QCP should be submitted within sixty (60) days after task order award. Contractor format is acceptable and electronic submission is encouraged.

6.3 Programmatic Documents. The Contractor shall maintain programmatic documents; for example, the following list, though not all inclusive, outlines anticipated programmatic documents.

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<u>Integrated Master Plan (IMP)</u>
<u>Monthly Status Report</u>
<u>Integrated Master Schedule (IMS)</u>
<u>Risk Management Plan (RMP)</u>
<u>OCM Communication Plan</u>
<u>Organizational Change Management Plan</u>
<u>Mock Conversion Plan</u>
<u>Data Archiving and Retention Plan</u>
<u>Stakeholder Analysis and Report</u>
<u>Business Impact Analysis</u>
<u>Training Gap Analysis Report</u>
<u>Configuration Management Plan</u>
<u>Command Go-Live Readiness Report (checklist)</u>
<u>Site Deployment Guidebook</u>
<u>End User Role Mapping</u>
<u>Cutover Practice Results Report</u>
<u>Training Plan</u>
<u>Navy ERP Training Materials - Localization</u>
<u>Final Business Process Mappings</u>
<u>Continuity of Business and Mission Operations Contingency Plan</u>
<u>Engineering Change Proposals (ECP)</u>
<u>Program Reports</u>

All reports/Data/CDRLs shall be delivered in MS Office products (MS WORD, Project, Powerpoint, Visio, Access, Infopath).

7.0 Other Direct Costs (ODCs) (CLINS: 6000, 6100, 6200, 6300)

ODCs (e.g. Travel, supplies, training facilities, etc.) required to support deployment of ONR's Navy's ERP enterprise business solution otherwise known as Navy Enterprise Resource Planning (ERP) Release 1.0. ODCs shall be Cost Reimbursable and Non-Fee bearing. Travel will require the Contractor to support ONR as necessary at various meetings as well as support training on new systems applications, all of which may require travel. Local travel to and from the place of performance will not be authorized. All travel requires advance authorization by the Contracting Officer Representative (COR)/Task Order Manager (TOM). All travel shall be conducted in accordance with the Joint Travel Regulations.

Travel authorization requests shall include the following:

- Title, purpose/objective, expected outcome
- Date, time (window), and location
- Proposed Itinerary
- Proposed meeting/activities agenda
- Number of contractor participants
- Estimated Costs

8.0 Standards of Quality

The work here shall be performance-based. See Attachment 1, Quality Assurance

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Surveillance Plan, for additional information.

9.0 Security Requirements

All Contractor employees supporting the Business Process Reengineering, Training, Engineering and Technical task have been designated IT-II based on specific Navy ERP System User roles. These roles include, but are not limited to, IT purchase requisitioning and technical exchange with the Navy ERP program tools Quality Center, which will allow the User to create and modify documents under the Navy ERP Platform. IT-II position designations require a minimum of a favorably adjudicated National Agency Check with Law and Credit (NACLC) or an Access National Agency Check with Inquiries (ANACI) investigation. Contractor personnel shall not disclose or release to other than Government-authorized persons or activities the content of any Government software, procedures, materials or products generated under this contract.

Appendix A

Acronyms and Definitions

FM	Funds Management
FI/CO	Financial Accounting & Comptroller
AM	Assets Management
MM-PUR	Material Management- Purchasing
MM-IM	Materials Management- Inventory Management
PS	Project System
SD	Sales & Distribution
HR	Human Resources
WF	Work Flow
BW	Business Warehouse
CRM	Customer Relations Module
PPS	Procurement for Public Sector
SPS	Standard Procurement System

DESCRIPTION /SPECIFICATION /WORK STATEMENT – ADDENDUM I

1. Introduction

The Office of Naval Research (ONR) is an Echelon I headquarters organization within the Office of the Secretary of the Navy (SECNAV) established by Congress to command and manage all Science and Technology (S&T) defined as basic research (budget category 6.1), applied research (6.2), and advanced technology development (6.3) for the Department of the Navy (DON) and to foster transition from science and technology to higher levels of research, development, test, and evaluation.

The Office of Naval Research (ONR) went live in the Navy's deployment of the Systems, Applications, and Products (SAP) enterprise business solution otherwise known as Navy Enterprise Resource Planning (ERP) Release 1.0 1-Oct-2012. During pre-deployment activities, functional gaps were identified surrounding ONR's pre-award and program management and grant award processes. These functional "gaps" are to be addressed by the configuration, customization, and deployment of SAP's Supplier Relationship Management (SRM) and Procurement for the Public Sector (PPS) modules. The overall deployment cycle for SRM/PPS will be conducted during the period 1-Oct-2012 through 30-Sep-2014. It is anticipated that deployment and lifecycle support will to begin in FY2015 and continue through system sustainment in FY2016. ONR requires services to support the blueprinting, realization, and sustainment of the implementation of SRM and PPS.

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1.1 Office of Naval Research

Services will be required to support ONR Headquarters and potentially multiple ONR commands and physical site locations. ONR support notionally includes two trips per year from the Arlington, VA area to each of the following locations. Anticipated support and travel is expected for the organizations identified below:

- ONR Headquarters, 875 N. Randolph St., Arlington, VA
- ONR Atlanta Regional Office, 100 Alabama St., SW, Atlanta, GA
- ONR Boston Regional Office, 495 Summer Street, Boston, MA
- ONR Chicago Regional Office, 230 S. Dearborn, Chicago, IL
- ONR San Diego Regional Office, 140 Sylvester Rd., San Diego, CA
- ONR Seattle Regional Office, 1107 NE 45th Street, Seattle, WA
- ONRG United Kingdom, 86 Blenheim Crescent, West Ruislip, Middlesex, England
- ONRG Tokyo, Hardy Barracks, 7-23-17 Roppongi, Minato-ku, Tokyo, Japan
- ONRG Americas, U.S. Embassy Santiago, Avenida Costanera Andres Bello 2800, 7550659 Las Condes, Santiago Chile
- Commander Operational Test and Evaluation Force (COMOPTVEVFOR), 7970 Diven Street, Norfolk, VA 23505
- Marine Corps Warfighting Lab, Quantico, VA
- PMR-51, 1550 Crystal Drive, Arlington, VA
- OPNAV N811, Pentagon, Arlington, VA

2 Background

The Fiscal Year (FY) 2005 and 2008 National Defense Authorization Acts laid the framework for the Department of Defense (DoD) to transition to an Enterprise Resource Planning (ERP) environment. The FY 2005 Act required the Departments develop an enterprise architecture, as well as, a transition and a governance plan for their business system modernization. The FY 2008 Act codified the DepSecDef as the Department's Chief Management Officer and required the Department to develop and submit to Congress a Strategic Management Plan (SMP). DoD also issued an Enterprise Transition Plan (ETP) that aligned to the SMP's strategic framework goals, which include business priorities that affect business system transformation across the Department.

Within the DoD Enterprise Transition Plan, the Department of the Navy (DoN) lists five priorities of its business transformation efforts:

- 1) Establish and Manage a Secure, Interoperable Net-Centric Naval Information Management/Information Technology (IM/IT) Infrastructure
- 2) Create Optimized Processes and Integrated Systems
- 3) Optimize Investments for Mission Accomplishment
- 4) Transform Applications and Data into Web-based Capabilities to Improve Effectiveness and Gain Efficiencies
- 5) Align Business Mission Area Governance

Navy Enterprise Resource Planning (ERP) is an ACAT I program which seeks to modernize and streamline the way Navy does business, to reduce the number of older, more costly IT applications, to operate the business of the Navy the same way across its many commands, and for the Navy to be able to more clearly report its stewardship of the taxpayer's money. Navy ERP is listed as a major

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initiative and addresses four of the five priorities listed above (addresses priorities 1-4).

At the direction of the U.S. Navy, the Navy Enterprise Resource Planning Program Office (Navy ERP PO) deployed a single SAP software solution across the Navy SYSCOMs in line with best business practices configured to the US Navy requirements. Navy ERP system deployment/"go-live" at ONR 1 OCT 2012 (FY2013) completed major SYSCOM deployment milestones for the Navy. During pre-deployment activities, functional gaps were identified surrounding ONR's pre-award and program management and grant award processes. These functional "gaps" are to be addressed by the configuration, customization, and deployment of SAP's Supplier Relationship Management (SRM) and Procurement for the Public Sector (PPS) modules. The overall deployment cycle for SRM/PPS will be conducted during the period 1-Oct-2012 through 30-Sep-2014. It is anticipated that deployment and lifecycle support will to begin in FY2015 and continue through system sustainment in FY2016.

ONR will have no previous SAP SRM/PPS operational experience. In order to prepare, implement, deploy, and sustain the Navy ERP deployment of SRM/PPS, ONR will require extensive systems integrator assistance, support, and expertise across all system lifecycle categories. ONR expects system integrator support to begin in FY2013 and continue through sustainment starting in FY2015.

PPS/SRM lifecycle development, deployment, and sustainment support areas include:

- a. Project Management
- b. Organizational Change Management/Communications
- c. Data Management
- d. Training
- e. Module/System Integration Support
- f. Cutover/Sustainment
- g. User Management
- h. Business Warehouse
- i. Scheduling
- j. Facilities

2.1 ADDITIONAL INFORMATION

ONR provides this information to enhance understanding of its organizational environment as this relates to Navy ERP.

- (a) ONR estimates total Command end user population for the Navy ERP deployment to be approximately 1,000 for planning purposes.
- (b) ONR executes only General Fund (GF) and will have no Working Capital Fund (WCF) implementation requirements.
- (c) ONR currently utilizes the following Navy ERP modules: SAP FM, FI/CO, AM, MM-PUR, MM-IM, PS, SD, HR, WF, and BW (See Acronyms and Definitions on Appendix A). ONR indirectly accesses the DoD Standard Procurement System (SPS) in support of direct cite to other internal Navy ERP commands.
- (d) ONR utilizes a subset of Navy ERP PO identified legacy systems that will be interfaced to the Navy ERP solution as well as unique Command legacy systems without previous deployment or preparation for Navy ERP migration. ONR does not currently utilize the Standard Procurement

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System (SPS) for its procurement awards. ONR issues assistance awards (grants and cooperative agreements).

(e) ONR performs the administration of both procurement and assistance awards issued by DoD activities to universities and non-profits.

(f) Interfaces to Grants.gov, Defense Assistance Award Data System, ONR's Contract/Grant Management Information System (CAMIS) may be required.

3 SCOPE

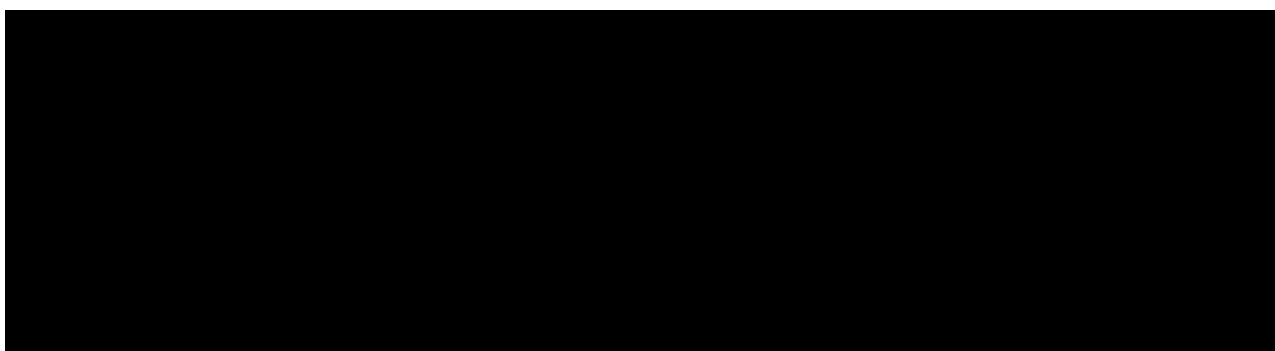
Item 4101 - Navy Enterprise Resource Planning (ERP) Systems Integration Support Services (CPFF-LOE)

The Contractor shall make available and employ its facilities, personnel at the level of effort specified in Section F, services of others, and materials, and shall use its best efforts to perform the following:

1. **Project Management:** Project management shall include: comprehensive headquarters and field activity planning, schedule management, documentation management, execution, maintenance, monitoring, and reporting for ONR's PPS/SRM implementation.
2. **Organizational Change Management/Communications:** The Contractor shall provide Organizational Change Management (OCM) and communication support necessary to plan, develop, execute, maintain, monitor and report on change management and communication activities originating from both the Navy ERP Program Office and ONR in support of SRM/PPS deployment activities. Organizational Change Management shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, monitoring, and reporting. This support may include but not be limited to: conducting surveys, drafting communications, designing communication strategies, planning and executing events, facilitating change management/communication events, and drafting articles. Individual(s) supporting this task shall provide demonstrated ability to manage, plan, and execute events; the ability to collaborate with other organizations and teams; the ability to effectively deal with senior leadership (SES level); the ability to work effectively on short timelines; excel at written and spoken communication.
3. **Data Management:** The contractor shall provide data management services in support of ONR's deployment of SRM/PPS. This support may include but is not limited to: the staging and transferring data files; reviewing the format of data files; supporting the design of extracts and reports; converting data files to other formats as required; supporting the validation of data as required; reviewing interface documentation; providing subject matter expertise on data related issues as required; and coordination of the transfer of any files required to support PPS/SRM development and deployment. The individual(s) supporting this task shall have a strong working knowledge of data structures used in Navy's deployment of SAP ERP ECC 6.0 commercial-off-the-shelf (COTS) application (a.k.a. Navy ERP); demonstrated ability to manage, plan, and execute data loads; and the ability to collaborate with other organizations and teams.
4. **Training:** The Contractor shall provide Command-wide consistent training support to develop the Government implementation team resources to levels necessary to execute project tasks proficiently and enable localization, development, deployment, stabilization, and sustainment of PPS/SRM at ONR. Training shall include: comprehensive headquarters and field activity planning, scheduling, documentation, execution, maintenance, monitoring, and reporting.

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5. **Module/System Integration Support:** The Contractor shall provide SRM/PPS module/system integration support specific engineering and technical project activities, inclusive of all Report, Interface, Customization, and Enhancement (RICE) efforts, necessary to enable development, deployment, stabilization, and sustainment activities of the design, configuration, customization, and deployment of SRM/PPS at ONR. Support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting. Individual(s) supporting this task should have demonstrated technical experience with SRM/PPS (to include but not limited to c-folders, bidder engine, document builder, Supplier Self-Service, and vendor portal). Support from other fielded modules may be required on an as-needed basis.
6. **Facilities:** The government will require classroom/conference room facilities to support training of trainers and end-user (EU) training. ONR will notionally require three training rooms that can accommodate 25 students and 2 instructors. Each classroom should include wired high-speed internet, sufficient power outlets, projectors, screens, and white boards. A breakout/collaboration room to support training team staff, instructors, etc. may be required. The contractor shall have facilities within a .5 mile walking distance of ONR Headquarters (ONRHQ), 875 N. Randolph St., Arlington, VA.
7. **Estimated Level of Effort:** The estimated level of effort for paragraphs 1-5 above is as follows.



Item 4201- Navy Enterprise Resource Planning (ERP) Systems Integration Support Services (CPFF-LOE) (OPTION)

The Contractor shall make available and employ its facilities, personnel at the level of effort specified in Section F, services of others, and materials, and shall use its best efforts to perform the following:

1. **Project Management:** The Contractor shall provide an integrated project management plan that includes strategy and planning for comprehensive implementation activities resulting in successful Navy ERP go-live and transition to stable production operations at ONR. Project management shall include: comprehensive headquarters and field activity planning, schedule management, documentation management, execution, maintenance, monitoring, and reporting for ONR's PPS/SRM implementation.
2. **Organizational Change Management/Communications:** The Contractor shall provide Organizational Change Management (OCM) and communication support necessary to plan, develop, execute, maintain, monitor and report all change management and communication activities originating from both the Navy ERP Program Office and ONR in support of SRM/PPS deployment activities. Organizational Change Management/Communications shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, monitoring, and reporting. This support may include but not be limited to: conducting surveys, drafting communications, designing communication strategies,

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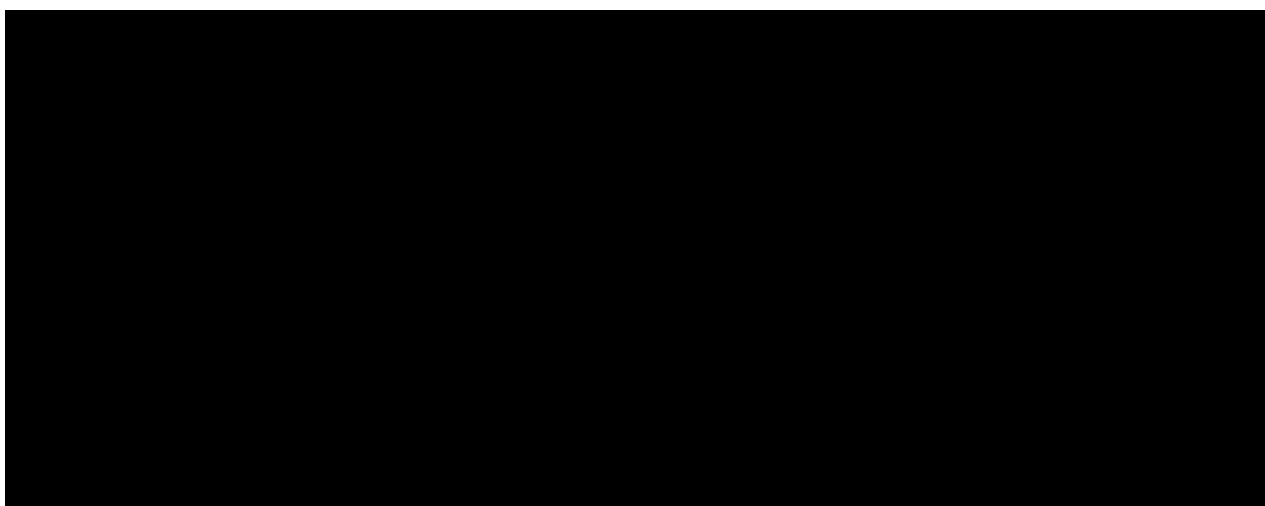
planning and executing events, facilitating change management/communication events, and drafting articles. Individual(s) supporting this task shall provide demonstrated ability to manage, plan, and execute events; the ability to collaborate with other organizations and teams; the ability to effectively deal with senior leadership (SES level); the ability to work effectively on short timelines; excel at written and spoken communication.

3. **Data Management:** The contractor shall provide data management services in support of ONR's deployment of SRM/PPS. This support may include but is not limited to: the review of the format of data files; supporting the design of extracts and reports; conversion of data files to other formats as required; supporting the validation of data as required; tracking and resolving defects; reviewing interface documentation; providing subject matter expertise on data related issues as required; and coordination of the transfer of any files required to support PPS/SRM development and deployment. The individual(s) supporting this task shall have a strong working knowledge of data structures used in Navy's deployment of SAP ERP ECC 6.0 commercial-off-the-shelf (COTS) application (a.k.a. Navy ERP); demonstrated ability to manage, plan, and execute data loads; possess strong analytical and organizational skills; be detail oriented; and possess the ability to collaborate with other organizations and teams.
4. **Training:** The Contractor shall provide Command-wide consistent training support to develop the Government implementation team resources to levels necessary to execute project tasks proficiently and enable localization, development, deployment, stabilization, and sustainment of PPS/SRM at ONR. Training shall include: comprehensive headquarters and field activity planning, scheduling, documentation, execution, maintenance, monitoring, and reporting.
5. **Module/System Integration Support:** The Contractor shall provide SRM/PPS module/system integration support specific engineering and technical project activities, inclusive of all Report, Interface, Customization, and Enhancement (RICE) efforts, necessary to enable development, deployment, stabilization, and sustainment activities of the design, configuration, customization, and deployment of SRM/PPS at ONR. It is anticipated that support in the areas of FI/FM/CO will also be required to assure that financial interactions between SRM/PPS and ECC are properly designed and postings occur correctly. Support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting. Individual(s) supporting this task should have demonstrated technical experience with SRM/PPS (to include but not limited to c-folders, bidder engine, document builder, Supplier Self-Service, and vendor portal). Support from other fielded modules may be required on an as-needed basis.
6. **Cutover/Sustainment:** The Contractor shall provide continuity of business and mission operations planning and support to minimize business impact while enabling the development, deployment, stabilization, and sustainment of the Navy ERP system at ONR. Continuity of Business and Mission Operations support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.
7. **User Management:** The Contractor shall provide user management services in support of ONR's deployment of SRM/PPS. Support includes but is not limited to planning and executing role mapping and account creation activities in support of PPS/SRM deployment. Support shall include but not be limited to: documenting business rules governing role assignment; role mapping; account creation and maintenance; preparing and reviewing role mapping and account submission; and supporting program planning and monitoring.
8. **Business Warehouse:** The Contractor shall provide support of business intelligence activities and the supporting the migration of SRM/PPS related data into a business warehouse.
9. **Scheduling:** The contractor shall provide support of program planning activities. Support includes but is not limited to maintaining integrated project plans and sub plans for PPS deployment; tracking and monitoring progress toward the completion of key delivery dates

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and milestones; coordinating changes with the functional teams at ONR and Navy ERP Program Office. The individual(s) performing this task shall have strong communication skills; demonstrated experience maintaining program plans; be detail oriented; possess strong skill with MicroSoft Project; and possess strong organizational skills.

10. **Facilities:** The government will require classroom/conference room facilities to support training of trainers and end-user (EU) training. ONR will notionally require three training rooms that can accommodate 25 students and 2 instructors. Each classroom should include wired high-speed internet, sufficient power outlets, projectors, screens, and white boards. A breakout/collaboration room to support training team staff, instructors, etc. may be required. The contractor shall have facilities within a .5 mile walking distance of ONR Headquarters (ONRHQ), 875 N. Randolph St., Arlington, VA.
11. **Estimated Level of Effort:** The estimated level of effort for paragraphs 1-9 above is as follows.



Item 4301- Navy Enterprise Resource Planning (ERP) Systems Integration Support Services – (CPFF-LOE) (OPTION)

The Contractor shall make available and employ its facilities, personnel at the level of effort specified in Section F, services of others, and materials, and shall use its best efforts to perform the following:

1. **Project Management:** The Contractor shall provide an integrated project management plan that includes strategy and planning for comprehensive implementation activities resulting in successful Navy ERP go-live and transition to stable production operations at ONR. Project management shall include: comprehensive headquarters and field activity planning, schedule management, documentation management, execution, maintenance, monitoring, and reporting for the ONR's PPS/SRM implementation.
2. **Organizational Change Management/Communications:** The Contractor shall provide Organizational Change Management (OCM) and communication support necessary to plan, develop, execute, maintain, monitor and report all change management and communication activities originating from both the Navy ERP Program Office and ONR in support of SRM/PPS deployment activities. Organizational Change Management/Communications shall include: comprehensive headquarters and field activity project planning, documentation, execution, maintenance, monitoring, and reporting. This support may include but not be limited to: conducting surveys, drafting communications, designing communication strategies, planning and executing events, facilitating change management/communication events, and drafting articles. Individual(s) supporting this task shall provide demonstrated ability to

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manage, plan, and execute events; the ability to collaborate with other organizations and teams; the ability to effectively deal with senior leadership (SES level); the ability to work effectively on short timelines; excel at written and spoken communication.

3. **Data Management:** The contractor shall provide data management services in support of ONR's deployment of SRM/PPS. This support may include but is not limited to: the review of the format of data files; supporting the design of extracts and reports; conversion of data files to other formats as required; supporting the validation of data as required; tracking and resolving defects; reviewing interface documentation; providing subject matter expertise on data related issues as required; and coordination of the transfer of any files required to support PPS/SRM development and deployment. The individual(s) supporting this task shall have a strong working knowledge of data structures used in Navy's deployment of SAP ERP ECC 6.0 commercial-off-the-shelf (COTS) application (a.k.a. Navy ERP); demonstrated ability to manage, plan, and execute data loads; possess strong analytical and organizational skills; be detail oriented; and possess the ability to collaborate with other organizations and teams.
4. **Training:** The Contractor shall provide Command-wide consistent training support to develop the Government implementation team resources to levels necessary to execute project tasks proficiently and enable localization, development, deployment, stabilization, and sustainment of PPS/SRM at ONR. Training shall include: comprehensive headquarters and field activity planning, scheduling, documentation, execution, maintenance, monitoring, and reporting.
5. **Module/System Integration Support:** The Contractor shall provide SRM/PPS module/system integration support specific engineering and technical project activities, inclusive of all Report, Interface, Customization, and Enhancement (RICE) efforts, necessary to enable development, deployment, stabilization, and sustainment activities of the design, configuration, customization, and deployment of SRM/PPS at ONR. It is anticipated that support in the areas of FI/FM/CO will also be required to assure that financial interactions between SRM/PPS and ECC are properly designed and postings occur correctly. Support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting. Individual(s) supporting this task should have demonstrated technical experience with SRM/PPS (to include but not limited to c-folders, bidder engine, document builder, Supplier Self-Service, and vendor portal). Support from other fielded modules may be required on an as-needed basis.
6. **Cutover/Sustainment:** The Contractor shall provide continuity of business and mission operations planning and support to minimize business impact while enabling the development, deployment, stabilization, and sustainment of the Navy ERP system at ONR. Continuity of Business and Mission Operations support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring, and reporting.
7. **User Management:** The Contractor shall provide user management services in support of ONR's deployment of SRM/PPS. Support includes but is not limited to planning and executing role mapping and account creation activities in support of PPS/SRM deployment. Support shall include but not be limited to: documenting business rules governing role assignment; role mapping; account creation and maintenance; preparing and reviewing role mapping and account submission; and supporting program planning and monitoring.
8. **Business Warehouse:** The Contractor shall provide support of business intelligence activities and the supporting the migration of SRM/PPS related data into a business warehouse.
9. **Scheduling:** The contractor shall provide support of program planning activities. Support includes but is not limited to maintaining integrated project plans and sub plans for PPS deployment; tracking and monitoring progress toward the completion of key delivery dates and milestones; coordinating changes with the functional teams at ONR and Navy ERP Program Office. The individual(s) performing this task shall have strong communication skills;

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demonstrated experience maintaining program plans; be detail oriented; possess strong skill with MicroSoft Project; and possess strong organizational skills.

10. **Facilities:** The government will require classroom/conference room facilities to support training of trainers and end-user (EU) training. ONR will notionally require three training rooms that can accommodate 25 students and 2 instructors. Each classroom should include wired high-speed internet, sufficient power outlets, projectors, screens, and white boards. A breakout/collaboration room to support training team staff, instructors, etc. may be required. The contractor shall have facilities within a .5 mile walking distance of ONR Headquarters (ONRHQ), 875 N. Randolph St., Arlington, VA.
11. **Estimated Level of Effort:** The overall estimated level of effort for this CLIN is in Section B.

Item 4401- Navy Enterprise Resource Planning (ERP) Systems Integration Support Services

(CPFF-LOE) (OPTION)

The Contractor shall make available and employ its facilities, personnel at the level of effort specified in Section F, services of others, and materials, and shall use its best efforts to perform the following:

1. **Data Management:** The contractor shall provide data management services in support of ONR's deployment of SRM/PPS. This support may include but is not limited to: the review of the format of data files; supporting the design of extracts and reports; conversion of data files to other formats as required; supporting the validation of data as required; tracking and resolving defects; reviewing interface documentation; providing subject matter expertise on data related issues as required; and coordination of the transfer of any files required to support PPS/SRM development and deployment. The individual(s) supporting this task shall have a strong working knowledge of data structures used in Navy's deployment of SAP ERP ECC 6.0 commercial-off-the-shelf (COTS) application (a.k.a. Navy ERP); demonstrated ability to manage, plan, and execute data loads; possess strong analytical and organizational skills; be detail oriented; and possess the ability to collaborate with other organizations and teams.
2. **Module/System Integration Support:** The Contractor shall provide SRM/PPS module/system integration support specific engineering and technical project activities, inclusive of all Report, Interface, Customization, and Enhancement (RICE) efforts, necessary to enable development, deployment, stabilization, and sustainment activities of the design, configuration, customization, and deployment of SRM/PPS at ONR. It is anticipated that support in the areas of FI/FM/CO will also be required to assure that financial interactions between SRM/PPS and ECC are properly designed and postings occur correctly. Support shall include: comprehensive headquarters and field activity planning, documentation, execution, maintenance, monitoring and resolving trouble tickets. Individual(s) supporting this task should have demonstrated technical experience with SRM/PPS (to include but not limited to c-folders, bidder engine, document builder, Supplier Self-Service, and vendor portal). Support from other fielded modules may be required on an as-needed basis.

3. Estimated Level of Effort: The overall estimated level of effort for this CLIN is in Section B.

4. Other Direct Costs (ODCs) (CLINS: 6101, 6201, 6301, 6401)

ODCs (e.g. Travel, supplies, training facilities, etc.) required to support deployment of ONR's Navy's ERP enterprise business solution otherwise known as Navy Enterprise Resource Planning (ERP) Release 1.0. ODCs shall be Cost Reimbursable and Non-Fee bearing. Travel will require the Contractor to support ONR as necessary

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at various meetings as well as support training on new systems applications, all of which may require travel. Local travel to and from the place of performance will not be authorized. All travel requires advance authorization by the Contracting Officer Representative (COR)/Task Order Manager (TOM). All travel shall be conducted in accordance with the Joint Travel Regulations.

Travel authorization requests shall include the following:

- Title, purpose/objective, expected outcome
- Date, time (window), and location
- Proposed Itinerary
- Proposed meeting/activities agenda
- Number of contractor participants
- Estimated Costs

8.0 Standards of Quality

The work here shall be performance-based. See Attachment 1, Quality Assurance Surveillance Plan, for additional information.

9.0 Security Requirements

All Contractor employees supporting the Business Process Reengineering, Training, Engineering and Technical task have been designated IT-II based on specific Navy ERP System User roles. These roles include, but are not limited to, IT purchase requisitioning and technical exchange with the Navy ERP program tools Quality Center, which will allow the User to create and modify documents under the Navy ERP Platform. IT-II position designations require a minimum of a favorably adjudicated National Agency Check with Law and Credit (NACLC) or an Access National Agency Check with Inquiries (ANACI) investigation. Contractor personnel shall not disclose or release to other than Government-authorized persons or activities the content of any Government software, procedures, materials or products generated under this contract.

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SECTION D PACKAGING AND MARKING

D1. All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

E1. Inspection and acceptance of this Task Order will be accomplished by the Task Order Manager/Contracting Officer's Representative (TOM/COR) designated in Section G of this contract, who shall have thirty (30) days after contractual delivery for acceptance.

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SECTION G CONTRACT ADMINISTRATION DATA

1. PAYMENT AND INVOICE INSTRUCTIONS (COST REIMBURSEMENT)

1.1 Submission of Invoices

PAYMENT AND INVOICE INSTRUCTIONS (COST TYPE)

All payments shall be made by funds transfers to the bank account registered in the Central Contractor Registration (CCR), <http://www.ccr.gov>. The Awardee agrees to maintain its registration in the CCR including information necessary to facilitate payment via Electronic Funds Transfer (EFT). Should a change in registry or other incident necessitate the payment to an account other than that maintained in CCR, it is the Awardee's responsibility to notify the Administrative Contracting Office (ACO) and obtain a modification to this Award reflecting the change. The Government shall not be held responsible for any misdirection or loss of payment which occurs as the result of an Awardee's failure to maintain correct/current EFT information within its CCR registration.

Wide Area Work Flow (WAWF) has been designated as the Department of Defense standard for electronic invoicing and payment. The Office of Naval Research will utilize the WAWF system. 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. Payment Requests/Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.

It is recommended that all persons designated as CCR Electronic Business (EB) Points of Contact, and anyone responsible for submitting payment requests, 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 are also available at (http://acquisition.navy.mil/rda/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/vendor_information). The most useful guides are "Vendor Self Registration/Account Management" and "Cost Voucher".

To comply with the above initiative, the Awardee must register in WAWF and have the appropriate CAGE code activated. Your CCR EB Point of Contact is responsible for activating the CAGE code in WAWF by calling 1-866-618-5988. Once the CAGE Code is activated, the CCR EB Point of Contact will self-register in WAWF (<https://wawf.eb.mil>) and follow the instructions for a group administrator. After the CAGE Code is set-up on WAWF, any additional persons responsible for submitting payment requests must self-register in WAWF.

After self-registering and logging on to the WAWF system, click on the plus sign next to the word "Vendor" and then click on the "Create New Document" link. Enter the Contract Number (no dashes), Delivery Order (if applicable) and CAGE Code, and then hit Continue. *(Note - Some codes may automatically pre-populate in WAWF; if they do not, they should be entered manually)*

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Enter the Pay DODAAC and hit Submit.

Pay DoDAAC: [Use the 6 character “PAYMENT WILL BE MADE BY” CODE on page one of the award document]

Select the “**Cost Voucher**” invoice type within WAWF and hit Continue. This type of invoice fulfills any requirement for submission of the Material Inspection and Receiving Report, DD Form 250. Fill in the additional required information (if it has not been pre-populated) and hit Continue.

Issue Date: [Use the signed date of the award document]

IssueBy DoDAAC: [Use the 6 character “ISSUED BY” CODE on page one of the award document]

Admin DoDAAC: [Use the 6 character “ADMINISTERED BY” CODE on page one of the award document]

DCAA Auditor DoDAAC: [Look up via the AUDIT OFFICE LOCATOR at <http://www.dcaa.mil>. If you encounter any problems finding your cognizant audit office, write to dcaaweb@dcaa.mil or call ONR’s DCAA liaison at (703) 696-2599]

Service Approver: [Use the 6 character “ADMINISTERED BY” CODE on page one of the award document]

LPO DoDAAC: [Use the 6 character “ADMINISTERED BY” CODE on page one of the award document] (*Note - this line is required only when the “PAYMENT WILL BE MADE BY” DODAAC is HQ0251 or begins with an ‘N’; otherwise leave blank*)

Fill in all applicable information under each tab within the document. Back up documentation (5MB limit) can be included and attached to the invoice in WAWF under the “Misc Info” tab.

Take special care when you enter Line Item information - the Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following two informational items exactly as they appear in the contract:

Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).

ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the SLIN or CLIN. (Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY ACRN).

After all required information is included, click on the “Create Document” button under the “Header” tab.

1.2 Payment of Allowable Costs and Fixed Fee

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As consideration for the proper performance of the work and services required under this contract, the Contractor shall be paid as follows:

(a) Costs, as provided for under the contract clause entitled "Allowable Cost and Payment," shall not exceed the amount set forth as "Estimated Cost" in Section B, and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever is applicable.

(b) A fixed fee, in the amount set forth as 'Fixed Fee' in Section B, in accordance with the contract clause FAR 52.216-8 "Fixed Fee", shall be paid upon completion of the work and services required under this contract and upon final acceptance by the Contracting Officer. However, the Contractor, shall bill on each voucher the amount of the fee bearing the same percentage to the total fixed fee as the amount of cost billed bears to the total estimated cost not to exceed the amount set forth as "Fixed Fee" in Section B. The total fixed fee billed, shall not exceed the total fixed fee specified in Section B and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever applies.

In accordance with FAR 52.216-8, and in order to protect the Government's interest, the Contractor is hereby directed to withhold 10% of the fixed fee amount as set forth in Section B or until a reserve is set aside in the amount of [REDACTED], whichever is less. The Administrative Contracting Officer shall release 75% of the fixed fee reserve upon acceptance of the final deliverables identified in Section F of this contract. The remainder 25% of the fixed fee reserve will be released after completion of any final audits, submission of the final patent and royalty reports and if the contractor is not delinquent in submitting final vouchers for prior years' settlements.

1.3 Allotment of Funds

It is hereby understood and agreed that this contract will not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED].

CLIN 4000 shall not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4000 of this award is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover a period [REDACTED].

CLIN 6000 shall not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 6000 of this award is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED].

CLIN 4100 shall not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4100 of this award is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the

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amount allotted of [REDACTED] will cover a period [REDACTED].

CLIN 6100 is hereby fully funded.

CLIN 4101 is hereby fully funded.

CLIN 6101 is hereby fully funded.

CLIN 4200 is hereby fully funded.

CLIN 6200 is hereby fully funded.

CLIN 4200 shall not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4201 of this award is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover a period [REDACTED].

CLIN 6201 is hereby fully funded.

CLIN 4300 is hereby fully funded.

CLIN 6300 is hereby fully funded.

CLIN 4301 is hereby fully funded.

CLIN 6301 is hereby fully funded.

CLIN 4400 is hereby fully funded.

CLIN 6400 is hereby fully funded.

CLIN 4401 is hereby fully funded.

CLIN 6401 is hereby fully funded.

1.4 Payment Instructions for CLINs: Line Item Specific

DFAR 252.204-0004 Line Item Specific: by Fiscal Year. ([REDACTED])

The payment office shall make payment using the oldest fiscal year appropriations first, exhausting all funds in the previous fiscal year before disbursing from the next fiscal year. In the event there is more than one ACRN associated with the same fiscal year, the payment amount shall be disbursed from each ACRN within a fiscal year in the same proportion as the amount of funding obligated for each ACRN within the fiscal year.

2. Procuring Office Representatives

a) In order to expedite administration of this contract, the Administrative Contracting Officer should direct inquiries to the appropriate office listed below.

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Contract Negotiator – [REDACTED], ONR Code 254, Email:

[REDACTED]

Inspection and Acceptance – [REDACTED], ONR 00BD1, ([REDACTED],

[REDACTED]

Ombudsman - [REDACTED], ONR Code 02A, [REDACTED]

Security Matters – [REDACTED], ONR 43, [REDACTED],

[REDACTED]

Patent Matters - ONR 00CC, ([REDACTED], [REDACTED]).

3. **TYPE OF CONTRACT** - This is a Cost Plus Fixed Fee Level of Effort contract.

4. **ACCOUNTING DATA** -

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[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]
[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

LLA :

[REDACTED]

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[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

1. **ONR 5252.235-9714 REPORT PREPARATION (JUL 2005)**

Scientific or technical reports prepared by the Contractor and deliverable under the terms of this contract will be prepared in accordance with format requirements contained in ANSI/NISO Z39.18-2005, Scientific and Technical Reports: Elements, Organization, and Design.

[NOTE: All NISO American National Standards are available as free, downloadable pdf(s) at <http://www.niso.org/standards/index.html> . NISO standards can also be purchased in hardcopy form from NISO Press Fulfillment, P. O. Box 451, Annapolis Junction, MD 20701-0451 USA. Telephone U.S. and Canada: ([REDACTED]); Outside the U.S. and Canada: [REDACTED] Fax: [REDACTED].]

2. **Invention Disclosures and Reports**

The Contractor shall submit all invention disclosures and reports required by the Patent Rights clause of this contract to the Administrative Contracting Officer.

3. **ONR 5252.237-9705 KEY PERSONNEL (DEC 88)**

(a) The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel". No substitutions may be made except in accordance with this clause.

(b) The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer all proposed substitutions, in writing, at least (30) days in advance ((45) days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

(c) Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer. Any proposed substitute must have qualifications equal to or superior to the qualifications of the incumbent. The Contracting Officer or his/her authorized representative will evaluate such requests and promptly notify the Contractor in writing of his/her approval or disapproval thereof.

(d) In the event that any of the identified key personnel cease to perform under the

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Mailing Address:
Office of Navy Research

[REDACTED]

[REDACTED]

[REDACTED]

The Alternate COR for this contract is:

Name: None

Code:

Mailing Address:

Telephone No:

The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, to change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract, or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract.

When, in the opinion of the contractor, the COR requests effort outside the existing scope of the contract, the contractor shall promptly notify the contracting officer in writing. No action shall be taken by the contractor until the contracting officer has issued a modification to the contract or has otherwise resolved the issue.

In the absence of the COR named above (due to reasons such as leave, illness, official travel), all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR.

The following clause will apply to all but small business concerns. The resulting contract clause will be one of the following; dependent upon whether the accepted document is an individual, comprehensive, or master Subcontracting Plan.

5. SMALL BUSINESS SUBCONTRACTING PLAN

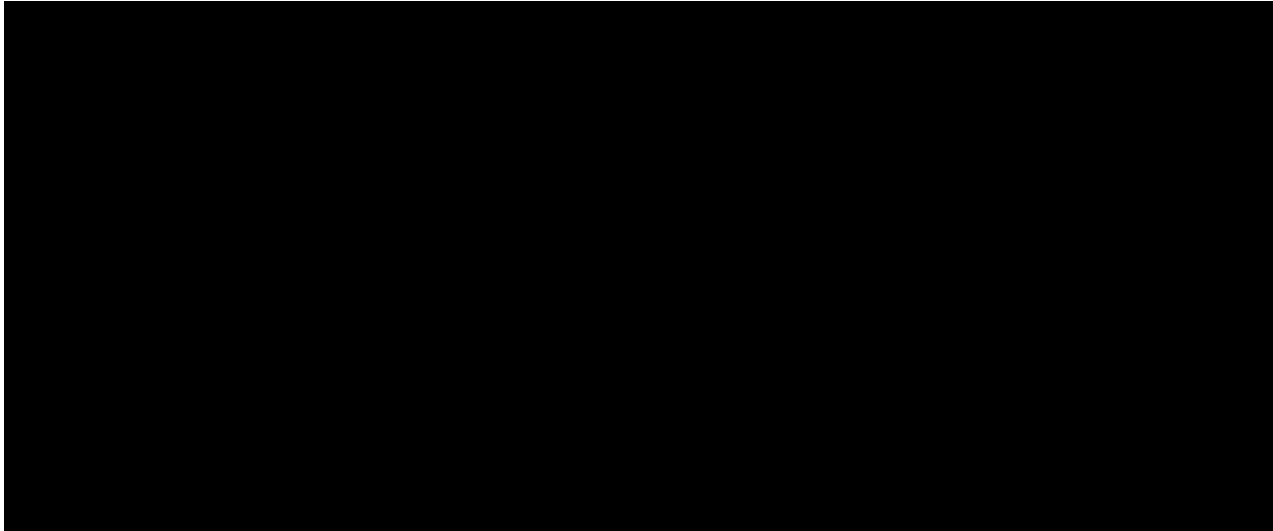
Individual Plan:

The attached IBM U.S. Federal - Public Sector Subcontracting Plan applies to the work referenced in Section C of this contact.

The following Clause will be added when the participation of Subcontractors and/or Consultants has been authorized:

6. Consent to Subcontract and/or Hire Consultants

The services of the following subcontractors and/or consultants have been identified as necessary for the performance of this contract:



<u>Identified Consultant</u>	Estimated Time	Rate Per Day	Estimated Cost/Price

The preceding listing shall constitute the written consent of the Contracting Officer required by Paragraphs (c), (d) and (e) of the contract clause at FAR 52.244-2 entitled "Subcontracts". The Contracting Officer's written consent to subcontract is required for:

- (i) services acquired under a cost-reimbursement, time-and-materials, or labor-hour type subcontract or agreement;
- (ii) fixed price contracts that exceed the greater of [REDACTED] or 5 percent of the total estimated cost of the contract;

This consent is based upon the information submitted by the prime contractor in accordance with FAR 52.244-2 (f) (1) (i) through (vii).

7. Government Furnished Equipment and Information

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The Government will provide office space, furniture, and two NMCI seats for two on-site contractor personnel.

8. HOURS OF OPERATION AND HOLIDAY SCHEDULE (APPLIES TO 2 ON-SITE CONTRACTOR PERSONNEL ONLY)

The Office of Naval Research conforms to public holidays for Federal Employees. Contractor support will not be required on public holidays, except to the extent that travel for operational requirements is schedule. Federal Holidays for FY11 are listed below. A list of holidays for subsequent years is available at the Office of Personnel Management Website:

http://www.opm.gov/Operating_Status_Schedules/fedhol/2011.asp

Friday, December 31, 2010 New Year's Day

Monday, January 17 Birthday of Martin Luther King, Jr.

Monday, February 21 Washington's Birthday

Monday, May 30 Memorial Day

Monday, July 4 Independence Day

Monday, September 5 Labor Day

Monday, October 10 Columbus Day

Friday, November 11 Veterans Day

Thursday, November 24 Thanksgiving Day

Monday, December 26 Christmas Day

*If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

9. Contractor Identification

All Contractors performing under this task order are required to clearly distinguish themselves from Federal employees through identification of their "Support Contractor" status. Identification includes, but is not limited to, the following: distinct badges; distinct office name plates and marking of office space; identification of "Support Contractor" in e-mail signature blocks, in voicemail greetings, when using Government letterhead and fax cover sheets, and on business cards. Letterhead, fax cover sheets, and business cards may include the "Office of Naval Research" name but shall not include the Office of Naval Research logo or any related graphic."

10. SSP 5252.216-9775 Increase in Level of Effort (Cost-Reimbursement)(Mar 1992)

(a) In addition to any other option rights that may be provided to the Government by this contract, the Government shall have the right, within any given contract period established in Section C of this contract, to increase the level of effort by up to one hundred percent (100%) of the total level of effort for that period at the same labor mix as proposed in the

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contract for that period. The Contractor agrees to accept such increase in the level of effort at an increase in the estimated cost and an increase in the fixed fee which are calculated as follows:



IEC = The increase in the estimated cost.

ILOE = The increase in the level of effort.

LOE = The level of effort contracted for the contract year in which the level of effort is increased.

EC = The estimated cost contracted for in the contract year in which the level of effort is increased.

IFF = The increase in the fixed fee.

FF = The fixed fee contracted for in the contract year in which the level of effort is increased.

This option may be exercised at any time or times prior to the end of the affected period provided however, that the exercise of such option must give the Contractor sufficient time to provide all of the labor-hours for that period, including the increase, by the end of the affected period.

(b) Any exercise by the Government of its option rights under this clause shall be effected by written notice from the Contracting Officer.

(c) The exercise of the option shall be formally reflected by a modification to this contract increasing the estimated cost and fixed fee and adjusting the Level of Effort provision for the affected contract period.

11. ONR 5252.216-9706 Level of Effort (DEC 88)

1) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in this contract. The total level of effort for the performance of this contract shall be 192,202 total hours (including unexercised option) 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. A breakdown of labor categories and hours is set forth in Paragraph 11 below.

2) The level of effort for this contract shall be expended at an average rate of hours per month as specified in the following table.

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It is understood and agreed that the rate of hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total hours of effort prior to the expiration of the term of the contract.

3) The Contractor is required to notify the Contracting Officer when any of the following situations occur or are anticipated to occur: If during any three consecutive months the monthly average is exceeded by 25% or, if at any time it is forecast that during the last three months of the contract less than 50% of the monthly average will be used during any given month; or, when 85% of the total level of effort has been expended.

4) If, during the term of the contract, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total hours of effort specified 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 fixed fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fixed 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.

5) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total hours of effort specified in paragraph 1 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.

6) If the total level of effort specified in paragraph 1 above is not provided by the Contractor during the period of this contract, the Contracting Officer shall either (i) reduce the fixed fee of this contract as follows:

[REDACTED]

[REDACTED]

[REDACTED]s

Total Hours	

[JK1] Insert the appropriate number of hours of direct labor.

[JK2] Insert the average monthly expenditure rate.

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SECTION I CONTRACT CLAUSES

Contract clauses shall be in accordance with Section I of the Basic IDIQ SEAPORT-E Multiple-Award Contract, which is hereby incorporated by reference.

ADDITIONAL FAR AND DFARS CLAUSES

This task order incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far/>

FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000) (In first blank of paragraph (a) insert "any time during period of performance," in second blank of paragraph (a) insert "1 day," and in paragraph (c), insert "60 months.")

DFARS 252.215-7002 Cost Estimating System requirements (DEC 2006) (Applicable only to contract actions awarded on the basis of certified cost or pricing data)

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SECTION J LIST OF ATTACHMENTS

Exhibit A: Contract Data Requirements List (CDRL) - 1 Page
Attachment 1: Quality Assurance Surveillance Plan (QASP) - 8 Pages
Attachment 2: Financial Accounting Data (FAD) Sheets - 16 Pages
Attachment 3: Individual Subcontracting Plan - 17 Pages