

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-05-D-4364		2. DELIVERY ORDER NO. FG02		3. EFFECTIVE DATE 2011 Sep 27		4. PURCH REQUEST NO. N00174-11-PR-0672		5. PRIORITY DO-A6	
6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115			CODE N00174	7. ADMINISTERED BY DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299			CODE S2101A	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)	
9. CONTRACTOR IBM Business Consulting Services 6710 Rockledge Drive Bethesda MD 20817-1826			CODE 3BXY7	FACILITY	10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED	12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW	
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.
	PURCHASE		Reference your _____ furnish the following on terms specified herein.
			ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

IBM Business Consulting Services

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)

If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
	See Schedule				

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA	25. TOTAL	\$795,806.40
	BY: _____	26. DIFFERENCES	
	09/27/2011 CONTRACTING/ORDERING OFFICER		

27a. QUANTITY IN COLUMN 20 HAS BEEN

INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		c. DATE	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		28. SHIP NO.	29. D.O. VOUCHER NO.	30. INITIALS

f. TELEPHONE	g. E-MAIL ADDRESS	31. PAYMENT	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
		COMPLETE		

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.

a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	PARTIAL	34. CHECK NUMBER
		FULL	

37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

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GENERAL INFORMATION

There is no incumbent for this requirement.

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CONTRACTING OFFICER'S REPRESENTATIVE (COR)

(a) The COR for this task order is:

Name: [REDACTED]

[REDACTED]

[REDACTED]

(b) The Alternate COR for this contract is:

Name: N/A

Address:

Phone:

Email:

(c) 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 (ACO) and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the COR requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the COR named above is absent due to leave, illness or official business, all responsibility and functions assigned to the COR will be the responsibility of the alternate COR.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 Overview/Background:

Infrastructure and capability revitalization has become increasingly important to the Navy to meet long term strategic DOD objectives. NAVSEA has developed the Capital Asset Tracking System (CATS), to manage the planning, programming, budgeting, and execution of personal property supporting capability revitalization. CATS is a web based management information system, used to support the life cycle management of capital assets at the Naval Sea Systems Command, Naval Warfare Centers, Naval Shipyards, and other DOD agencies or Departments.

CATS was fully deployed in 2003 as a zero footprint – web based application. CATS has over 700 users that support the planning, programming, budgeting and execution process for DOD personal property investments. Project data is generated by requirements officials at DOD field activities and consolidated and managed at NAVSEA HQ. The CATS system facilitates this information transfer.

The CATS system is currently within the Operations and Maintenance phase of the system development life cycle.

2.0 Objective:

The objective of this Statement of Work is to acquire services to support the operations/maintenance and system application hosting for the CATS application.

3.0 Scope of Work:

The work scope for this task includes contractor support services for the operation/maintenance, travel and ODC's in order to maintain Capital Asset Tracking System (CATS) system. Specifically, the contractor shall be required to manage, maintain the following system components:

- The CATS hardware environment (5 main servers, with Windows 2003 operating system and Java Web Server 7.0)
- The CATS software environment (Developed in Java 2 SDK Enterprise Edition)
- The CATS database environment (Oracle RDMS)
- The CATS system hosting environment (The contractor is required to host CATS on a Navy installation with Navy provided data center and networking equipment)

4.0 CATS System Operations and Maintenance:

The contractor shall be directly responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. Specifically, the contractor shall provide the following:

4.1 Hardware/Software Management

The contractor shall maintain the hardware and software necessary for the CATS system. A detailed list of hardware and primary software required for the CATS system is included in attachment A

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below.

The contractor is responsible for maintaining a hardware/software replacement plan that includes the status of existing service agreements. The contractor shall utilize ODC's to purchase service plans for outdated hardware/software upon the Technical Representatives concurrence. The Contractor shall maintain all hardware service agreements/software agreements and keep them current upon the Technical Representatives concurrence.

System hardware/software management includes all necessary steps involved in providing security compliance on a DoD network. CATS System security shall consist of access to DoD mandated information assurance controls contained within DoD Directive 8500.1, Information Assurance for DoD IT applications, and shall include both physical security controls and electronic system monitoring controls.

- The system hardware will be contained within a secure Government-provided facility that includes physical security devices including facility guards, building access controls, and lockable server cabinets accessible by approved individuals. (See section 6.0 for location requirements)
- System Monitoring shall include network monitoring for suspicious activity, logged network traffic activity, alarms, and the capability to detect denial of service attacks as outlined in the System Security Authorization Agreement (SSAA).

All CATS software changes shall be documented as a software change request (SCR). The SCR must be approved by the COR prior to work starting. The SCR format and government sign off process must be thoroughly detailed by the contractor. Once approved, the resulting system changes shall be made available to the Navy for review and testing prior to release. These system changes shall be hosted in a development platform and made accessible by a user name and password. For estimation purposes, 25 minor fixes/enhancements take place annually.

4.2 CATS System Hosting

The contractor shall host the CATS system on the ABL Network Node within the Non-secure Internet Protocol Router Network (NIPRNET). This is located within the Navy Data Center at the Allegany Ballistics Lab, Rocket Center, WV, in building 440. All existing equipment shall be provided by the government to the contractor via DD form 1149 transfer. The contractor shall ensure the following uptime and services levels are met.

1. During standard business operations (see Paragraph 5.5) CATS must have an uptime greater than 98% as defined on an hourly schedule.
2. The contractor must provide contact support (phone and online) during standard business operations.
3. During Non-standard business operations (see Paragraph 5.5) CATS must maintain a 90% uptime as defined on an hourly schedule.

The system shall operate (on a client workstation) on Microsoft Internet Explorer 5.5 browser or above. For those activities that fall under NMCI, the system shall operate on the standard configuration of a NMCI system.

4.3 CATS End User Support

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The contractor shall provide end user support in various forms. NAVSEA's goal is to make CATS a user friendly system for all levels of PC knowledge. The Contractor shall provide contact support for the end users by telephone calls and online reporting, (customer contact support) during CATS normal business operations. Normal business operations are defined as 7am to 4pm Monday through Friday. There is an average of 3 calls per week, which require approximately 30 minutes per call to resolve. The Government does not anticipate the need for a full time dedicated help desk technician.

- The contractor must provide contact support (phone) during normal business operations.
- Contact support during non-standard business operations should be on call.
- Contractor shall respond to reported problems or system outages within two hours of receipt of the trouble call.

4.4 Source Code and Intellectual Property Ownership.

The source code and intellectual property developed under the resulting contract is the sole property of the Government. The software may not be distributed for sale or lease to other entities outside the auspices of NAVSEA 04XI without authorization from the COR.

- Source code is defined as programming statements that are created and then saved in a file. Programming statements typically conform to the structure and syntax rules of a particular programming language. This includes derivative products, such as object codes, run time modules, etc.
- Intellectual Property is defined as a product of the human intellect that is unique, novel, not obvious, and has some value in the marketplace.

5.0 Other Performance Requirements:

5.1 Orientation Briefing

Within two weeks of award, the Contractor shall conduct an orientation briefing for NAVSEA. The intent of the briefing is to initiate the communication process between NAVSEA and the Contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives. A project management plan outlining specific execution details shall be provided prior to the orientation briefing and discussed subsequent to the orientation briefing. The contractor and NAVSEA program manager will sign the project management plan.

The Orientation Briefing may be held at NAVSEA HQ or Rocket Center, WV. Both parties will mutually agree upon the date and time.

5.2 Security Requirements:

All Contractor personnel proposed for CATS support must be US Citizens with the ability to obtain a DoD security clearance. Contractor personnel are required to receive security investigations in accordance with Department of Defense Instruction 8500.2, Information Assurance (IA) Implementation.

5.2.1 Physical Security

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The contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of normal duty hours and/or after normal duty hours, all government facilities, equipment and materials must be secured.

5.2.1 Key Controls

The contractor shall establish and implement methods of making sure all keys issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government. The contractor shall immediately report to the COR any occurrences of lost or duplicated keys.

In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the COR, to re-key or replace the affected lock or locks at no cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. If a master key is lost or duplicated, the government must replace all locks and keys for that system and the total cost deducted from the monthly payment due the contractor.

The contractor must prohibit the use of keys issued by the government by any persons other than the contractor's employees. Opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of work requirements in those areas is prohibited.

5.3 Disclosure of Information

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

The contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

5.4 Limited Use of Data

Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the Contracting Officer (CO). The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner which provides for greater rights to the contractor.

5.5 Normal Business Hours

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Contractor personnel are expected to be available during normal operating hours. The normal business hours of 7:00 AM to 4:00 PM, Monday through Friday, with the exception of Federal Government holidays, with an allowance for a one-hour lunch period each day. No overtime is permitted unless specifically approved in advance by the COR.

5.6 Productive Direct Labor Hours

The contractor can only charge the Government for “Productive Direct Labor Hours”. “Productive Direct Labor Hours” are defined as those hours expended by Contractor personnel in performing work under this effort. This does not include sick leave, vacation, Government or contractor holidays, jury duty, military leave, or any other kind of administrative leave such as acts of God (i.e. hurricanes, snow storms, tornadoes, etc) Presidential funerals or any other unexpected government closures.

5.7 Payment for Unauthorized Work

No payments shall be made for any unauthorized supplies and/or services, or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

5.8 Contractor Personnel

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the statement of work. Resumes submitted for employees assigned to perform under this statement of work shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

5.8.1 Key Personnel

Contractor shall provide key personnel along with resumes meeting following minimum qualifications.

- The project manager shall be familiar with software development life cycle methodologies. The Contractor shall provide a Project Manager to facilitate Government-Contractor communications. The Project Manager shall be the primary technical and managerial interface between the Contractor and Contracting Officer (CO) and the Contracting Officer's Representative (COR) located at NAVSEA. The name of this person, and an alternate or alternates, who shall act for the contractor when the Manager is absent, shall be designated in writing to the CO.
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- All software development personnel shall be a certified Java programmer and have experience with HTML/XML.
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- The database manager shall be a certified Oracle Database administrator

5.9 Emergency or Special Event Services

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CATS provides an invaluable service in the planning, budgeting, and procurement of vital capital assets for the Navy. As a result, the government may require the Contractor to provide end user support outside normal working hours and may authorize overtime to ensure additional support requirements are met. This requirement shall typically be associated with the three major budget cycles or historically high execution cycle. These occasions shall be infrequent and require services be performed after normal working hours in the evening and/or weekends (Saturday and Sunday). The COR and the contractor shall mutually agree upon any/all deviations to the schedule.

5.10 Utilities and Other Services:

The utilities infrastructure of Allegany Ballistics Laboratory (ABL) is owned by the Government and is currently operated by Alliant TechSystems (ATK) under the auspices of NAVSEA facilities use contract N00024-93-E-8101 and lease N00024-02-L-4064. ATK also provides physical security services, trash removal, and other administrative services for all occupants of ABL. The contractor shall enter into a separate agreement with ATK for the provision of payment of such utilities and other services. Such an agreement shall be outside of and separate from this procurement of services. The winning bidder shall be provided a name and point of contact at ATK for this service agreement. For planning purposes, utilities and other services is approximately \$175/month.

6.0 Deliverables and Schedule:

The following deliverables shall be completed in accordance with the delivery schedule.

All deliverables shall be submitted to the COR, unless otherwise agreed upon.

Unless otherwise specified, the Government shall have a maximum of ten (10) working days from the day the draft deliverable is received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s). The contractor shall also have a maximum of ten (10) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be workdays unless otherwise specified.

7.0 Monthly Status Report

The contractor shall document the efforts performed in the completion of each task in a detailed Monthly Status Report due on or before the 12th of each Month. The status report shall include, at a minimum:

- Progress for the period: detailed progress report of findings, activities and accomplishments during the reporting period, and summary of work accomplished during the reporting period and percent complete.
- Activities planned for the next reporting period: planned activities, as well as the status of any/all deliverables, including planned delivery date(s) and actual and/or anticipated delivery date(s).
- Problems encountered: identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems.
- Strategy revisions: recommended changes to include any lessons learned

7.1 Final Report

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The contractor shall provide a final report, to the COR, at the conclusion of this effort. The report shall summarize objectives achieved, significant issues, problems and recommendations to improve the process in the future.

7.2 Delivery Table

Deliverable	General Contents	Delivery Schedule
Orientation Briefing	Introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives.	2 weeks after contract award
CATS Project Management Plan	Plan should include the Project Management Structure, Work Breakdown Structure, project communication, Project Configuration management, issue resolution, employee retention, and security.	Draft with proposal 10 days after orientation briefing
Monthly Status Reports	Tasks completed, SCR status, meetings attended, problems encountered, system security, financial performance	Monthly, not later than the 12 th of the month delivered electronically to the COR
CATS usage reports	Identification of User access by activity and login.	Monthly, not later than the 10 th of the month delivered electronically to the COR
Software Change Request Reports	The Contractor must submit all software change requests to the COR in writing. The Contracting Officer must approve in writing prior to initiating any deviation.	Monthly, delivered at least 2 days before the monthly meeting, delivered electronically to the COR
CATS Data Dictionary	Data element definition, table name, primary key, data type, security classification of each additional attributes	90 Days from Award and upon major software releases
Continuity of Operations Plan	Plan for guidance and continued operations in the event system recovery is required. Include disaster recovery, emergency response, and designated backup personnel.	COOP testing to occur semi-annually. Update document and appendices as appropriate. Deficiencies identified in the testing phase should be submitted as Software Change Requests. The COOP should be updated within 2 weeks of testing.
Hardware/Software Plan	List of all current hardware/software in use with a schedule for refresh/upgrade. Document should include planned procurement and implementation schedule.	30 Days after Award
User Manual	Basic User Manual for distribution to new user community. Advanced system administration manual for CATS user management.	upon subsequent modifications.

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Training Materials	Power point presentations and documentation to aid in the training and orientation of new users	upon subsequent modifications.
Final Report	Report documenting objectives achieved, significant issues, problems and recommendations.	10 working days after the end of base year, and subsequent option years.
Source Code and Intellectual Property	Source code is defined as programming statements that are created and then saved in a file	6 months after award and every 6 months thereafter

7.3 Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables shall be performed at the place of delivery by the COR.

7.4 General Acceptance Criteria

General quality measures, as set forth below, shall be applied to each work product received from the contractor under this statement of work.

- Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements - All work products must satisfy the requirements of this statement of work.
- File Editing - All text and diagrammatic files shall be editable by the Government and stored in Livelink management system.
- Format - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- Timeliness - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

7.5 Monthly Meetings

Monthly meetings shall be held during the first week of each month at either Washington Navy Yard or ABL. Monthly meetings should at least be attended by the Program Manager and Lead Information Engineer. Monthly meetings shall be announced with at least 3 days notice.

7.6 Subcontracting Report

The Contractor shall submit a semi-annual subcontracting report reflecting task order goals and actual

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achievements during the task order performance for the periods ending March 31 and September 30. The Contractor shall also submit a report for the task order within 30 days of task order completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the task order or the previous reporting period.

8.0 Quality Assurance

The COR will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COR will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein will be by letter or email of approval and acceptance by COR. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

9.0 Administrative Considerations

9.1 Correspondence

To promote timely and effective administration, correspondence shall be subject to the following procedures:

a) Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the Contracting Officer's Representative (COR) with an information copy to the Contracting Officer (CO) and the Contract Administrator (CA).

b) All other correspondence, including invoices, (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this SOW) shall be addressed to the Contracting Officer with an information copy to the COR.

9.2 Travel

The Contractor will be reimbursed for travel to provide support at a Government site or other site as may be specified and approved by the COR under this effort. All travel shall be approved, by the COR, prior to commencement of travel. The contractor will be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with the Joint Travel Regulations currently in effective on date of travel. [Reference FAR 31.205-46]

10.0 OTHER DIRECT COSTS (ODC's)

ODC's may be required for this task. After award, all ODC's shall receive government PCO approval prior to funds being expended.

11.0 Section 508 Compliance Requirements

Any/all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov>. Furthermore, any software maintained or developed under this contract, must meet section 508 accessibility requirements.

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12.0 Government Furnished Equipment:

Certain government-furnished equipment will be available for use in the performance of the work on a rent-free basis. The contractor shall be responsible for normal maintenance of government furnished equipment. Attachment A is a list of the equipment to be furnished by the government.

12.1 Contractor Furnished Equipment:

The contractor shall furnish all other property required to perform the work.

12.2 Access to Government Facilities

The Contractor will be allowed access to the Building 440 administrative area and data center. NAVSEA will provide security procedures and protocols for entry upon contract award.

12.3 Equipment Inventory and Replacement of Government-Furnished Equipment

An inventory of government-furnished equipment must be completed not later than 5 calendar days after start of this effort and not later than 5 calendar days before completion of this effort. The contractor and the COR or other government representative must jointly determine the working order and condition of all equipment and document their findings on the inventory, and recommend replacement of any equipment that is beyond its useful life and shall impact completion of the required tasks. These items shall be identified in the hardware/software maintenance plan, and cannot be procured within approval from the COR or other government representative.

HQ C-2-0014 CONTRACTOR'S PROPOSAL (NAVSEA) (MAR 2001)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal 7/19/2011, revised 09/09/2011 in response to NAVSEA Solicitation No. **N00024-11-R-3349**.

(b) The technical volume(s) of the Contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-8) clause of this contract. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the Contractor's proposal referenced herein is hereby designated as item (f) of the clause, following "the specification" in the order of precedence.

HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the

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right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design

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development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE IS AT DESTINATION.

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SECTION F DELIVERABLES OR PERFORMANCE

In accordance with the Statement of Work, Services to be performed hereunder will be provided at Allegany Ballistics Laboratory, Rocket Center, WV.

The period of performance of this contract will be from date of award through 12 months, with two (2), 12 month options, if exercised. The term of this contract will not exceed 36 months after date of award.

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SECTION G CONTRACT ADMINISTRATION DATA

IHD 76 -NAVAL SURFACE WARFARE CENTER INDIAN HEAD DIVISION (NSWC IHD), NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) (APR 2011)

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the NSWC IHD. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. The scheduled holidays for NSWC IHD, are:

HOLIDAYS*

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
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.

For a specific calendar year, the actual date of observance for each of the above holidays may be obtained from the OPM website at OPM.GOV or by using the following direct link: <http://www.opm.gov/fedhol/index.asp>.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

AREA	FROM	TO
Contracts Division (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M.	11:00 A.M.
	12:30 P.M.	2:00 P.M.

If you intend to visit the Contracts Division, it is advised that you call for an appointment at least 24 hours in advance.

4. NSWC IHD is a tenant of the Naval Support Activity South Potomac (NSASP) at Indian Head. Access to the NSASP at Indian Head shall be in accordance with NSWC IHD Command Security Policy requirements.

Routine Physical Contractor Access to a Federally-controlled Activity

4.1 Activity Regulations

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All contractor personnel employed on the Activity shall become familiar with and obey all Activity regulations including but are not limited to installation access control policy, safety, traffic and security regulations. The contractor in the performance of work requirements must comply with these regulations.

4.2 Personally Identifiable Information (PII)

Personally Identifiable Information is information that can be used to distinguish or trace someone's identity. It includes information such as name, social security number, date and place of birth, mother's maiden name, and biometric records, including any other personnel information which is linked to an individual. When submitting any of this information in electronic communication methods ensure the subject line indicates "For Official Use Only (FOUO) Privacy Sensitive". Contractor's who work with records that contain the aforementioned sensitive information are responsible for protection of PII. Failure to safeguard PII can result in identity theft as well as can result in criminal penalties against the individual and civil penalties against the agency. In order to protect PII, all documentation utilized by Naval Support Activity South Potomac (NSASP) for vetting and determining the fitness of individual requesting and/or requiring access to NSASP installations will be destroyed.

4.3 Citizenship

Individuals working on this contract must be U.S. citizens, immigrant/resident aliens who hold a current resident alien card with a photo; either the I-551 with a photo and without an expiration date or who hold the new type I-766 Employment Authorization Card (with magnetic strip, photo, hologram) issued by Homeland Security in their possession in order to enter the installation. As is the case with anyone allowed access to the installation, these individuals must also have a current driver's license or state issued identification card.

Resident aliens or those with a Homeland Security I-766 may work in the general or restricted areas but cannot enter or work inside technical buildings unless authorized by the cognizant command.

Those with any other type of work permit, resident cards with expiration dates, visas, etc. will not be granted access.

4.4 Expected Visitor

Submission of personal information is required for the purpose of vetting individuals to ensure fitness for access to military installations, to include criminal record and sex offender registry status. In accordance with the Office of the Chief of Naval Operations (OPNAV), OPNAVINST 1752.3 dated 27 May 2009 sex offenders are prohibited from accessing Navy facilities. Information obtained will be destroyed once verified. Non-compliance in providing personal information will result in denial of access.

An expected visitor must identify the Company Name along with address, Date of the Visit, Visitor Name (first name, middle initial and last name), Social Security Number (SSN), Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date), Building Number Visiting, Point of Contact and Telephone number not later than **five working days** before the required visit to the Contracting Officer Representative (COR).

Prior to granting access, the aforementioned expected visitor information is required to be submitted to the COR.

On the day of the arrival, the person must bring their photo identification, vehicle registration and proof of insurance card. All visitors must stop at the Activity pass office for clearance.

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4.5 Recurring Vendors, Contractors, Suppliers and Other Service Providers

NSWC IHD has implemented RAPIDGate for non-common access card (CAC) vendors, contractors, and suppliers program in accordance with Commander, Navy Installations Command (CNIC) Notice 5530 dated 12 July 2010. It is strongly encouraged that all non-CAC holders who require base access enroll into the RAPIDGate program. RAPIDGate provides a standardized background check, identification credential, biometric capabilities and entry procedures that will enhance security while significantly expediting access. RAPIDGate credential will be issued and base access granted once the enrollee passes vetting and National background checks conducted by RAPIDGate systems maintained by the installation. The RAPIDGate credential will be the only means for long term installation access. After 1 June 2011, NSASP will only issue one day Temporary Paper Passes and all previously issued passes will expire. Participants in the RAPIDGate program will have streamlined access to the installation which will reduce time and costs to companies desiring to conduct business on NSASP installations. The following RAPIDGate Program Enrollment Information is provided:

4.5.1 Enrollment in RAPIDGate

Enroll your company by calling 1-877-RAPIDGate (1-877-727-4342). A customer service representative will give you all the necessary information regarding the program and send you the necessary enrollment forms. You will need to provide your installation name (NSA South Potomac) and sponsor point of contact or (COR), including a name, phone number and e-mail address. NSASP must authorize your request to participate in the RAPIDGate Program. The minimum elapsed time from company enrollment to an employee receiving RAPIDGate credential is approximately two weeks.

4.5.2 Current RAPIDGate Enrollment

If your company is already enrolled in the RAPIDGate Program at another installation, you may request access to this installation by calling the aforementioned number. Once your company is approved by NSASP your employees who already hold RAPIDGate credentials will be able to use the same credentials at our installation.

4.5.3 Approved RAPIDGate Enrollment

Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees to register at the self service registration located at the NSWC IHD Pass and ID Office at Indian Head. Each employee should be ready to provide your company's RAPIDGate company code, his or her address, phone number, date of birth, and social security number. The registration station will capture the employee's photograph for badging and fingerprints for identity verification.

4.5.4 Assisted RAPIDGate registrations

Assisted registration at your company's location may be available if you have 50 or more employees to register. Contact RAPIDGate for details at 1-877-RAPIDGate.

4.5.5 RAPIDGate Background Screening and Credentialing

RAPIDGate program performs background screening and credentialing. Upon the company approving an employee participation and paid the registration fee, the RAPIDGate Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized RAPIDGate credentials at the NSWC IHD Pass and ID Office. To retrieve the credential, the employee must show proof of identity by presenting one form of identification from List A or two forms of identification from List B.

4.5.6 Forms of Acceptable Identification for picking up credentials:

List A – One Required

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- U.S. Passport (current not expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

List B – Two Required

- Drivers license or ID card issued by a state
- ID Card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal document
- Driver's license issued by a Canadian Government Authority
- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

4.5.6.7 RAPIDGate entry

After activating the RAPIDGate credentials, employees present them to the officer at the entry control point to request entry to NSWC IHD. Participants must wear and display their credential at all times while on the installation. Questions about the RAPIDGate program shall be addressed to info@rapidgate.com with the subject line RE: RAPIDGate Program.

4.6 Activity Identification Badges and Vehicle Decals

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Contractors that require routine access to the installation shall obtain an identification badge and DoD decal for their vehicle in accordance with Naval Support Activity South Potomac installation access control procedures.

Contractor employees shall submit an application for badge requests to the COR by providing their personal information such as Company Name and Address, Name (last name, first name and middle initial), SSN, Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date). Any lost or stolen badges shall immediately be reported to the COR along with the Security Office.

To obtain DoD decals, the employee must present a valid driver's license, current vehicle registration required by the state in which the vehicle is registered and current proof of insurance for the registered vehicle.

4.7 Badge and Vehicle Decal Returns

Notify the Physical Security Office and the COR of all terminations of employees to ensure access levels are removed and all badges issued to the person by the Activity are returned.

4.8 Installation Traffic and Parking Regulations

All contractors at NSASP are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), and NSASP regulations, policies and appropriate supported command instructions. All provisions of Virginia and Maryland vehicle codes apply unless one of the aforementioned regulations or policies is more restrictive.

Contractors must comply with NSASP Instruction 5560.1 dated 26 February 2009 for traffic control, parking control and traffic court at the Naval Support Activity, South Potomac installations for Naval Support Facility Indian Head and Stump Neck Annex. This aforementioned instruction is located on the internet website, <http://dahlgrensharks.com/NSASPINST%205560.1%20Installation%20Traffic%20&%20Parking%20Regulations.pdf>. Any violations of the instruction, Navy or DoD regulation or policy, or state or federal laws may result in a wide range of penalties. These may include but are not limited to: criminal charges, civil charges, vehicle towing, vehicle impoundment at owner's expense, and/or other administrative or legal action up to and including removal of vehicle or individuals from the confines of NSASP installations.

Privately owned vehicles that operate on the Activity must comply with state inspection requirements of the state in which the vehicle is registered.

Regardless of status, all vehicles and personnel entering and exiting the Activity shall be subject to searches to ensure the overall readiness of the Activity.

All drivers entering shall possess a valid driver's license, issued by competent authority, on their person when operating a motor vehicle. In addition, all vehicles shall have a current registration, license plates, and proof of insurance.

All personnel onboard the Activity are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), NSASP regulations and State laws, policies and appropriate supported commands instructions in support of the mission.

4.9 Smoking Policy

Smoking is prohibited within and outside of all buildings on the installation activity except in designated areas. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. Matches or lighters and other spark/flame producing devices are prohibited in the Activity restricted area. Only installed electric lighters shall be allowed in designated smoking areas. A vehicle is not a designated smoking area.

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4.10 Hand Held Cellular Devices and Earpieces

All vehicle operators onboard the Activity shall not use cell phones unless the vehicle is safely parked or unless they are using a hands free device. Use of cellular phones, CB radios, walkie-talkies, and other portable radio transmitters is prohibited in the restricted areas beyond NSASP Indian Head Post II and Stump Neck Annex unless approved by the hazards of electromagnetic radiation to ordnance (HERO) program manager.

4.11 Photographic Equipment

Photographic equipment of any kind is prohibited within the restricted area unless a camera permit is approved by their command and issued by the Activity Pass and ID.

5252.245-9108 - GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE) (SEPT. 1990)

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Contracting Officer Representative (COR), via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

Government Furnished Equipment

SERVERS:

1. CATS Primary Application Server – Dell PowerEdge 2600

Windows 2003 Server

Sun Web Server 7.0

Java 2 SDK Enterprise Edition

Oracle Client Tools

2. CATS Primary Database Server – Dell PowerEdge 6650

Windows 2003 Server

Oracle DBMS v10.2.0.3

3. CATS Primary Domain Controller – Dell PowerEdge 1750

Windows 2003 Server

4. CATS Adobe Web Forms Server – Dell PowerEdge 2600

Windows 2003 Server

Adobe Livecycle Forms Manager

5. CATS Mail and Monitoring Server – PwerEdge 1950

Windows 2003 Server

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iMail 8.15

Whats Up Gold Pro

6. CATS Report Server – PowerEdge 1750

Windows 2003 Server

Oracle Client Tools

NSAS

Java 2 SDK Enterprise

MS Office XP

7. CATS Backup Server – PowerEdge 1950

Windows 2003 Server

BrightStor ARCserve Backup

8. CATS Firewall – PowerEdge 1750

Linux

Sidewinder

9. CATS NSAS Server – PowerEdge 1750

Windows 2003 Server

Oracle Client Tools

NSAS

Java 2 SDK Enterprise

MS Office 2003

10. Cisco CAT 2926 - Switch

11. Dell Server Rack

12. Rotel Rack

13. HBSS Server – PowerEdge 2950 III

Windows 2003 Server

McAfee ePolicy Orchestrator

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McAfee Host Intrusion Prevention

Symantec Anti-Virus Corporate Edition

DEVELOPMENT WORKSTATIONS:

Various Desk Top Personal Computers (3)

Various Monitors (6)

Net Beans IDE 1.6.1Forte for Java Enterprise Edition (3)

Java 2 Runtime Environment (3)

Java 2 SDK Enterprise Edition (3)

Java 2 SDK Standard Edition (3)

Oracle SQL Developer (3)

MS Internet Explorer

TEST SERVERS:

1. CATS Development Oracle and Web Server

Windows 2003 Server

Sun Web Server 7.0

Java 2 SDK Enterprise Edition

Oracle Client Tools

Oracle DBMS v10.2.0.3

2. CATS Report Server

Windows 2003 Server

Oracle Client Tools

NSAS

Java 2 SDK Enterprise

MS Office XP

Adobe Livecycle Forms Manager

3. CATS NSAS Server

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Windows 2003 Server

Oracle Client Tools

NSAS

Java 2 SDK Enterprise

MS Office 2003

MISCELLANEOUS

1. Optiplex GX200
2. Dell Trinitron 21" Monitor
3. HP Workstation UPS units (3)
4. Dell Rack for test system

HQ G-2-0007 INVOICE INSTRUCTIONS (NAVSEA) (APR 2011)

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

((b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor documentation is available under Resources at <http://wawftraining.com>.

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

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance

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locations when submitting invoices in WAWF:

Type of Document(s) (*contracting officer check all that apply*)

<input type="checkbox"/>	Invoice (FFP Supply & Service)
<input type="checkbox"/>	
<input type="checkbox"/>	Invoice and Receiving Report Combo (FFP Supply)
<input type="checkbox"/>	
<input type="checkbox"/>	Invoice as 2-in-1 (FFP Service Only)
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)
<input type="checkbox"/>	
<input type="checkbox"/>	Receiving Report (FFP, DD250 Only)

DODAAC Codes and Inspection and Acceptance Locations (*contracting officer complete appropriate information as applicable*)

Issue DODAAC	N00174
Admin DODAAC	S2101A
Pay Office DODAAC	HQ0338
Inspector DODAAC	N/A

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Service Acceptor DODAAC	N/A
Service Approver DODAAC	S2101A
Ship To DODAAC	N/A
DCAA Auditor DODAAC	HAA661
LPO DODAAC	N/A
Inspection Location	N/A
Acceptance Location	N/A

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

(e) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in WAWF for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as a cost breakdown of ODCs (materials and travel), by line item task or subtask. Subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer and Contracting Officer Representative. Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the Contracting Officer and Contracting Officer Representative; or other method as agreed to by the Contracting Officer.

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

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SECTION H SPECIAL CONTRACT REQUIREMENTS

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: [REDACTED]

[REDACTED]

[REDACTED]

Payments/Invoicing: [REDACTED]

[REDACTED]

[REDACTED]

Contracting Officer's Representative: [REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer [REDACTED]

5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

ITEM	ALLOTED TO COST	ALLOTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

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

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

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

5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

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SECTION I CONTRACT CLAUSES

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three years.

52.204-2 SECURITY REQUIREMENTS (AUG 1996)

- (a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."
- (b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.
- (c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.
- (d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

52.232-20 LIMITATION OF COST (APR 1984)

- (a) The parties estimate that performance of this contract, exclusive of any fee, will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.
- (b) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that--
 - (1) The costs the Contractor expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the estimated cost specified in the Schedule; or
 - (2) The total cost for the performance of this contract, exclusive of any fee, will be either greater or substantially less than had been previously estimated.

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(c) As part of the notification, the Contractor shall provide the Contracting Officer a revised estimate of the total cost of performing this contract.

(d) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause--

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of (i) the estimated cost specified in the Schedule or, (ii) if this is a cost-sharing contract, the estimated cost to the Government specified in the Schedule; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of the estimated cost specified in the Schedule, until the Contracting Officer (i) notifies the Contractor in writing that the estimated cost has been increased and (ii) provides a revised estimated total cost of performing this contract. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(e) No notice, communication, or representation in any form other than that specified in subparagraph (d)(2) above, or from any person other than the Contracting Officer, shall affect this contract's estimated cost to the Government. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the estimated cost or, if this is a cost-sharing contract, for any costs in excess of the estimated cost to the Government specified in the Schedule, whether those excess costs were incurred during the course of the contract or as a result of termination.

(f) If the estimated cost specified in the Schedule is increased, any costs the Contractor incurs before the increase that are in excess of the previously estimated cost shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.

(g) Change orders shall not be considered an authorization to exceed the estimated cost to the Government specified in the Schedule, unless they contain a statement increasing the estimated cost.

(h) If this contract is terminated or the estimated cost is not increased, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

52.232-22 LIMITATION OF FUNDS (APR 1984)

(a) The parties estimate that performance of this contract will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the contract by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

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(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause-

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of (i) the amount then allotted to the contract by the Government or, (ii) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in subparagraph (f)(2) above, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of (1) the amount previously allotted by the Government or, (2) if this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equalling the percentage of completion of the work contemplated by this contract.

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SECTION J LIST OF ATTACHMENTS

Attachment 1: Quality Assurance Surveillance Plan (QASP) - 8 Pages

Attachment 2: Wage Determination No.: 2005-2574, Revision 15, Date of Revision 06/17/2011 - 9 Pages