

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 08	3. EFFECTIVE DATE 01-Sep-2010	4. REQUISITION/PURCHASE REQ. NO. N4142110RCS0020	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY FISC Norfolk, Contracting Dept Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083	CODE N00189	7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342	CODE	S2404A

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

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4364-EX01
	10B. DATED (SEE ITEM 13) 01-Sep-2006
CAGE CODE 3BX7	FACILITY CODE 835130485

**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.**

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.217-9 'Option to Extend the Term of the Contract'

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
[Redacted]		[Redacted] Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
[Redacted] (Signature of person authorized to sign)		BY [Redacted] (Signature of Contracting Officer)	29-Aug-2010

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**GENERAL INFORMATION**

The purpose of this modification is to exercise Option IV of the task order for the Period of Performance from 01 Sept 10 through 31 Aug 11. CLIN 4001 will be incrementally funded in the amount of [REDACTED]. CLINs 6002 and 6003 will be fully funded [REDACTED]. The total amount of this modification is [REDACTED].

LIMITATION OF LIABILITY - INCREMENTAL FUNDING (NAVSUP 5252.232-9400)(JAN 1992)  
 CLIN 4001 is incrementally funded. The amount currently available for payment hereunder is limited to [REDACTED] inclusive of fee. Subject to the General Provisions of the contract and the clause FAR 52.232-22 entitled "Limitation of Funds" (APR 1984), no legal liability on the part of the Government in excess of [REDACTED] for CLIN 4001 shall arise unless additional funds are incorporated as a modification to this task order.

The Line of Accounting information is hereby changed as follows:

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

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

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

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

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	Obtain support for Financial Statement Support services for the period 1 Sept 2006 - 31 Aug 2007. (O&MN,N)		1.0 Lot	██████████	██████████	██████████
1001	Obtain support for Financial Statement Support services for Option I 1 Sept 2007 - 31 Aug 2008. (O&MN,N)		1.0 Lot	██████████	██████████	██████████
1002	Obtain support for Financial Statement Support services for Option II 1 Sept 2008 - 31 Aug 2009. (O&MN,N)		1.0 Lot	██████████	██████████	██████████

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000	Travel associated with CLIN 1000. \$10,000 (O&MN,N)		1.0 Lot	██████████
3001	ODCs associated with CLIN 1000. \$15,000 (O&MN,N)		1.0 Lot	██████████
3002	Travel associated with CLIN 1001. \$10,000 (O&MN,N)		1.0 Lot	██████████
3003	ODCs associated with CLIN 1001. \$15,000 (O&MN,N)		1.0 Lot	██████████
3004	Travel associated with CLIN 1002. \$12,000 (O&MN,N)		1.0 Lot	██████████
3005	ODCs associated with CLIN 1002. \$15,000 (O&MN,N)		1.0 Lot	██████████



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Total                   ■                   ■                   ■                   ■                   ■                   ■

Small Business Subcontracting Plans are required for all large businesses submitting quotes in accordance with FAR 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JUL 05), ALT II and DFARS 252.219-7003 SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN (DOD CONTRACTS) (Apr 96). The Small Business Subcontracting Plan must be included with quote submission. The subcontracting plan will not be an evaluation factor, but will be reviewed for compliance and adequacy.

PAYMENT OF FIXED FEE (COST PLUS FIXED FEE) (FISC DET PHILA) (OCT 1992)

See the below chart for the applicable fixed fee for work performed under this task order provided the required number of hours shown in the below chart are employed by the contractor in performance of this task order. If substantially fewer than the required number of hours shown in the below chart of said services are so employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rates of shown in the below chart per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." The total of all such payments shall not exceed eighty-five (85%) percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

Period Hours Fixed Fee Fixed Fee Rate

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT (PWS)

#### 1. Background

1.1 The Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN (FM&C)) Office of Financial Operations (FMO) is responsible for setting Financial Management (FM) policies and procedures within the Department of the Navy (DON) and representing DON FM interests for Department of Defense (DoD) initiatives.

#### 2. Objectives

2.1 The DON objective is to maintain an integrated accounting and financial management process that provides accurate, timely, consistent, and meaningful data in support of the budget, management decision-making, and compilation and production of financial statements. An additional objective is to provide information and training regarding the financial management process to the DON financial community.

#### 3. Scope

3.1 The DON OASN (FM&C) (FMO) requires contractor support to assist the FMO Program Manager. Contractor personnel must have a thorough knowledge and understanding of Federal government laws, and regulations and guidance associated with financial management such as (1) the Chief Financial Officer's Act; (2) the Government Management Reform Act; (3) Statements of Federal Financial and Accounting Standards (SFFASs); (4) the Office of Management and Budget Form and Content guidance (OMB Circular A-136); (5) A Guide to Federal Requirements for Financial Management Systems; and (6) the Department of Defense (DoD) Financial Management Regulation (FMR). Knowledge of, and technical and functional experience with, the DON Financial System environment including the DON organizational structure, commands, activities and the relationship with the Office of the Under Secretary of Defense (Comptroller) (USD(C)) and the Defense Finance and Accounting Service (DFAS) is required. Contractor personnel should have experience in financial management, and be able to analyze financial statements, and recommend improvements to financial management systems, methods, processes and procedures.

3.2 The DON OASN (FM&C) (FMO) requires contractor support in the production and compilation of Financial Statements. This includes: 1) evaluating and improving the DON accounting and financial management processes and procedures, 2) preparing, reviewing and analyzing Financial Statements for the Navy Working Capital Fund (NWCF) and DON General Fund (GF), 3) providing technical and functional expertise for responding to emergent accounting and financial reporting requirements, and 4) communicating information regarding the financial management process to the DON FM community.

#### 4. Information Sources

4.1 Federal Management Financial Integrity Act of 1982

4.2 Chief Financial Officers Act of 1990

4.3 Government Performance and Results Act (GPRA) of 1993

4.4 Government Management Reform Act of 1994

4.5 Federal Financial Management Improvement Act of 1996

4.6 Department of Defense Financial Management Regulation (DoDFMR)

4.7 Documents resulting from the Federal Accounting Standards Advisory Board (FASAB)

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processes

4.8 OMB Circular A-136

4.9 OMB Bulletin 01-02

## 5. Tasks

5.1 Prepare a consolidated financial report containing the DON General Fund (GF) and Navy Working Capital Fund (NWCF) Financial Statements on a quarterly and annual basis.

5.1.1 For the DON GF, collect financial data from commands from appropriate non-financial feeder systems using the appropriate data collection tool. For the NWCF, collect variance information from the major commands and/or business activities.

5.1.2 Validate the DON GF non-financial feeder system data including explanations and footnotes, and identify on a command level and /or activity level, abnormalities, variances, and fluctuations. Prepare a summary report of abnormalities, variances, and fluctuations.

5.1.3 Validate the NWCF data abnormalities and fluctuations with each command and/or activity. Validate each command's response to be considered for use in the NWCF footnotes of the financial statements.

5.1.4 Analyze the DON GF and NWCF data on a DON wide basis and write footnotes that explain abnormalities, variances and fluctuations on a DON wide basis.

5.1.5 Analyze the NWCF data from the Defense Departmental Reporting System (DDRS) by business activity, based on materiality. Document all abnormalities, variances and fluctuations in the data.

5.1.6 Prepare and submit the DON GF and NWCF Financial Statements quarterly to the Office of the Under Secretary of Defense (Comptroller) OUSD (C) by the due date after the close of the quarter.

5.1.7 Prepare and submit the DON GF and NWCF Financial Statements on an annual basis, based on year-end financial statements, to OUSD (C) by the due date after the close of the fiscal year.

5.1.8 Prepare import sheets, supporting documentation, and Journal Vouchers for DFAS

Cleveland/Kansas City.

5.1.9 Develop and maintain a historical database of significant business events that

contribute to both the DON GF and NWCF financial statement variances and

fluctuations. Database is to be maintained by quarter and line item.

5.1.9.1 Prepare and submit a summary report of the significant business events with the quarterly financial statements.

5.1.9.2 Compare the prior three quarters of data and describe and explain abnormalities, variances, fluctuations and trends.

5.1.10 Analyze DoD and DON financial management accounting and reporting issues, and provide recommendations

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and comments.

5.1.10.1 Analyze budgetary reports, such as the DD-1002 and SF-133, for

relevance to financial statement variances.

5.1.11 Prepare the DON GF guidance memoranda, including Trading Partner requests, and distribute to the major commands.

5.1.12 Prepare the NWCF automated and manual data calls and guidance memoranda, including Trading Partner requests, and distribute to the major commands.

5.1.13 Prepare, review, and analyze the narrative to the numeric notes of the DON GF and NWCF financial statements to include staffing with appropriate DON major commands for disclosure information.

5.1.14 For DON GF and NWCF, prepare the Required Supplementary Information (RSI) to include the narrative.

5.1.15 For the DON GF, prepare the Required Supplementary Stewardship Information (RSSI) to include the narrative.

5.1.16 For DON GF, prepare the Report of Analysis of DON Principal Statements, Notes, RSSI, RSI, and Other Supplemental Information.

5.1.17 Prepare the DON Annual Financial Report using appropriate graphics design and composition utilizing the appropriate publication software,. Deliver the required number of hardcopies, a pdf file, and an electronic file (copy) of the Annual Financial Report in final print format.

5.1.17.1 Compile the financial statements and the Annual Financial Report

to include all sections, utilizing software, as determined by FMO staff,

which meets the requirements for composition and printing.

5.1.18 Assist in the preparation of the Preliminary and Final Management Representation Letters and the Preliminary and Final Legal Representation Letters.

5.1.19 Assist in the preparation of the mid-year and year-end Financial Statement briefings.

5.2. Prepare the Management Discussion and Analysis (MD&A) section of the DON Annual Financial Report, including design and messages from senior leaders.

5.2.1 Meet with the FMO Program Manager and others for the preparation of the MD&A.

5.2.2 Prepare draft and final MD&A documents and coordinate the content with the DON commands and other appropriate organizations.

5.2.3 Identify MD&A process and content improvements.

5.2.4 Maintain the DON photo gallery.

5.2.5 Update the MD&A compliance checklist.

5.2.6 Collect and analyze data from DON GF commands and NCWF business activities

for mission and organizational structure, workforce trends, initiatives and achievements, and military personnel data.

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5.2.7 Prepare draft messages.

5.3 Assist DON GF major commands and activities with the conversion from using the Data

Collection Instrument (DCI) to using Department of Defense Reporting System/Data

Collection Module (DDRS/DCM).

5.3.1 Maintain and update the existing project plan. Provide training about the process.

5.3.2 Research, analyze and document DDRS/DCM system requirements and DCI system requirements. Address systems access and connectivity.

5.3.3 Manage the DON's use of the appropriate data collection tool, suggesting enhancements that support new reporting requirements, and serve as a liaison between DON system users and the system program management office.

5.3.4 Prepare information that will be used to train the DON financial community about the conversion from DCI to DDRS/DCM, and how to convert data. Update existing student guidebooks and prepare briefings. Conduct training.

5.3.5 Maintain and update the DON Data Collection Instrument (DCI), as necessary.

5.4 Assist the FMO Program Manager with Financial Management issues.

5.4.1 Participate in committees and work groups that deal with financial management, accounting and reporting issues, and prepare reports on outcomes and action items resulting from such meetings.

5.4.2 Analyze and prepare recommendations or comments on DoD and DON instructions, directives, correspondence, guidance and training materials.

5.4.3 Ensure that current authoritative guidance such as Federal Accounting Standards, DoDFMR, DFAS Quarterly Guidance, and other requirement are being addressed with DON GF and NWCF reporting requirements.

5.4.4 Interface with the DON Financial Improvement Program such as attending meetings, providing white papers on solutions to issues and providing analysis of the newly established reporting requirements.

5.4.5 Participate in systems development issues as they relate to Financial Statement compilation and production.

5.4.6 Establish on the network a site to maintain all documentation and deliverables

when appropriate, so both task order and FMO staff have access. If necessary and requested, provide a hard copy.

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5.4.7 Provide appropriate support as necessary to support consolidation of the DFAS sites under Base Realignment and Closure (BRAC).

5.4.8 Develop a web-based training module and materials that provide information on the financial statement compilation process and detailed explanations of line items on the various principal statements and notes. Conduct training at DON commands as needed that will be compatible with the Navy Knowledge On-line website.

5.5 Host Conferences or Meetings on an as needed basis. Other direct costs associated with these efforts will be negotiated and added to the task order as needed.

## 6.6 Estimated Level of Effort (LOE)

### 6.1 Labor Category: Program Manager

6.1.1 Experience: Ten years of management experience including at least seven years experience in DoD financial operations and in the DON accounting policies and procedures.

### 6.2 Labor Category: Sr. Financial Analyst

6.2.1 Experience: Ten years of management analyst experience including at least seven years experience in DoD financial operations and in the DON accounting policies and procedures.

### 6.3 Labor Category: Mid Financial Analyst

6.3.1 Experience: Ten years of management analyst experience, including at least five years experience in DoD financial operations and in the DON accounting policies, procedures and systems.

### 6.4 Labor Category: Jr. Financial Analyst

6.4.1 Experience: Five years of analyst experience, and at least three years experience in DoD financial operations and in the DON accounting policies, procedures and systems.

### 6.5 Labor Category – Analyst (Graphics)

6.5.1 Experience: One year of analyst experience, and at least one year experience with Federal accounting operations and systems.

## 7. Quality Surveillance and Performance Standards

7.1. The government will conduct quality surveillance via various methods including formal and informal meetings,

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review of technical reports, review of monthly and weekly status reports and review of deliverables. Contractor will submit a Quality Assurance Plan to the COR. The plan shall include the contractor's process for managing performance in a safe, efficient, and quality manner. The level of surveillance will be established by the COR to give the Government the necessary assurance that the requirements of the PWS are being met and that a process exists and is in place to ensure quality.

7.2. Contractor performance will be evaluated in the areas of performance (technical quality), schedule and cost.

7.2.1. Performance Metric:

7.2.1.1. The Government defines successful services as those that conform to the task description provided in the Performance Work Statement (PWS) with little or no rework required of the contractor.

7.2.1.2 Unsuccessful services are defined as those that do not conform to the task description provided in the PWS and require significant rework by the contractor at the direction of the Government.

7.2.2. Schedule Metric

7.2.2.1. Successful delivery is defined as delivery of the Contract Data Requirements List 95% of the time.

7.2.2.2. Unsuccessful delivery is defined as delivery of the CDRL less than 95% of the time.

7.2.3. Cost Metric (Earned Value Management (EVM)):

7.2.3.1. Successful cost control is defined as performance of the PWS within the amount of funds allotted on the order. If the contractor's actual expenditures on a monthly basis exceed the budgeted amount for expenditures, the contractor must (1) provide an explanation why the budget was exceeded and (2) provide an explanation of adjustments that will ensure completion of the work within the ceiling of the task order, in order to receive a successful assessment of performance.

7.2.3.2. Unsuccessful cost control is defined as exceeding the funding allotted on the order or exceeding the original ceiling of the order due to reasons not attributable to the Government. Furthermore, on monthly basis, if the Government is not notified of budgetary overruns, reasons for their occurrence, and steps the contractor is taking to ensure completion of the work within the ceiling of the order, the contractor will receive an unsuccessful assessment of performance.

8. Contract Data Requirements List (CDRL). The following are required CDRLs. Contractor format is

acceptable, however the government reserves the right to review the format.

8.1 Monthly status report. Task 5.1 through 5.4. A consolidated report, summarized by task is acceptable. The contractor shall prepare and deliver, on a monthly basis, a cumulative status report and a funds and man-hour expenditure report of all work accomplished to date under the task order. The report will provide a summary of the tasks and their current status in the following terms; Green – G – no concerns, Yellow – Y – potential issues, and Red – R – significant issues. The report will address the contractor's assessment of their performance in terms of outcomes and value

8.2 Quarterly Financial Statements. Task 5.1

8.3 Annual Financial Statement. Task 5.1.

8.4 Database (access or excel). Task 5.1.9.

8.5 Guidance and memoranda. Task 5.1.11 and 5.1.12.

8.6 Training materials – Manage DCI to DDRS/DCM. Update existing student guidebook, and prepare briefings. Task

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5.3.4.

8.7 Training materials: Task 5.4.8. Provide student guidebook and web-based training module.

8.8 Quality Assurance Plan: Section E herein to be provided by 30 days after issuance of task order.

9 Place of Performance. Work will be performed in the FMO workspaces at Washington D.C. Navy Yard.

10 Government Furnished Information, Systems, Space, Facilities.

10.1 The contractor is allowed government furnished information as required and as approved by the FMO Program Manager.

10.2 The government will provide a limited number of workspaces, and administrative supplies, telephones, computers, and access to printers, FAX machines, and copiers for this task. Navy Marine Corps Intranet (NMCI) access is provided at government sites, access to NMCI at the contractor's facility will not be provided.

11 Security and Privacy Act Requirements.

12.1 Security. A visitor's request for every contractor employee must be prepared and submitted to OASN (FM&C) (FMO) no later than three business days in advance of working on-site at OASN (FM&C)(FMO). The visitor's request must include the contract number, duration of performance of contract, and the following information on each contractor: full name, date of birth, place of birth, social security number, and clearance status. The visitor's request must also include a statement that a background check has been performed on each contractor employee. Access to the Washington Navy Yard requires a Navy District Washington identification badge, and a Common Access Card, which can be issued upon arrival to OASN (FM&C)(FMO). Access to other Federal buildings may require a special badge or a federal employee as an escort. Contractors are responsible for all required passes and badges prior to commencing performance.

12.2 The work performed relative to the tasking in this performance work statement is unclassified, and will require contractor personnel to have access to Privacy Information. Contractor personnel shall adhere to the Privacy Act, Title of the U.S. Code 552a and applicable DoD rules and regulations.

13 Travel may be required to attend meetings and conferences.

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**SECTION D PACKAGING AND MARKING**

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## SECTION E INSPECTION AND ACCEPTANCE

This Quality Assurance Surveillance (QASP) supports the performance-based services for task orders under the ASN (FM&C) FMO support contract for the production of financial statements.

### 1.0 Introduction

This Quality Assurance Surveillance Plan (QASP) has been developed in accordance with the Performance Work Statement (PWS). This plan sets forth procedures and guidelines that will be used in evaluating the performance by the contractor.

The purpose of the QASP is to provide the Government's Contracting Officer Representative (COR) a method of surveillance for the services required in the PWS. The QASP provides the means to evaluate whether the contractor is meeting the performance objectives stated in the PWS.

The QASP will be used primarily as a tool to verify that the contractor has implemented a quality control process, which provides the quality of output the Navy deems necessary in the performance of the required services. The contractor is the owner of the quality control process and is responsible for developing, implementing, and modifying procedures that will produce the desired outcomes and result in performance of work within the required standards.

Contractor will submit a Quality Assurance Plan to the COR. The plan shall include the contractor's process for managing performance in a safe, efficient, and quality manner. The level of surveillance will be established by the COR to give the Government the necessary assurance that the requirements of the PWS are being met and that a process exists and is in place to ensure quality. If, during the course of this surveillance, the COR discovers the service provider is not complying with the established level of quality, the level of surveillance may be increased. If performance exceeds standards, surveillance may be decreased.

### 2.0 Methods of Surveillance

Surveillance methods will vary according to the service being monitored. The Government's intent is to minimize the level of Government involvement and allow the contractor to responsibly perform, or exceed, the task order standards.

The primary methods of surveillance to monitor performance of this task order are:

**Performance:** The Contracting Officer's Representative (COR) will measure the contractor's performance by assessing the quality of the services delivered by the contractor. Examples of services delivered include, but are not limited to, briefings, studies, and reports provided in accordance with the Contract Data Requirements List.

**Cost:** Earned Value Management (EVM) metrics (cost metrics) will be used to achieve cost requirements. The Contracting Officer's Representative (COR) will review monthly cost vouchers to monitor the contractor's expenditures in comparison to the contractor's proposed budget throughout the task order performance.

**Schedule:** The Contracting Officer's Representative (COR) will determine whether the contractor has met the schedule through the use of the due dates for receipt of deliverables through the Contract Data Requirements List (CDRL), which is located at Attachment A.

There are three levels of surveillance:

Level I – Reduced: applied in the case of exceptional contractor performance.

Level II – Normal: applied to good, but not exceptional, contractor performance. This level is to be used when the task order is first implemented.

Level III – Increased: applied in the case of poor contractor performance.

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The COR will make quality assurance evaluation results known to the Contracting Officer and to the contractor, who are responsible for taking appropriate action. The COR will evaluate the contractor's performance as stated in the PWS and will maintain a file for historical data.

The contractor will have a quality assurance program in place to monitor their performance, provide feedback on their performance, to provide guidance on corrective actions to problems that arise, and to maintain an audit trail of incidents and issues.

When the contractor's response is likely to correct a problem that arises, the COR should recommend to the Contracting Officer that further government action will not be required with the exception of an increased level of surveillance.

If the contractor's response is not likely to correct a problem that arises, then the COR will explain why the solution is not adequate and recommend action by the government.

### 3.0 Performance Measurements

#### 3.1 Performance Metric:

- The Government defines successful services as those that conform to the task description provided in the Performance Work Statement (PWS) with little or no rework required of the contractor.
- Unsuccessful services are defined as those that do not conform to the task description provided in the PWS and require significant rework by the contractor at the direction of the Government.

3.2 Schedule Metric – Successful delivery is defined as delivery of the Contract Data Requirements List on time 95% of the time. Unsuccessful delivery is defined as delivery of the Contract Data Requirements List on time less than 95% of the time.

#### 3.3 Cost Metric (Earned Value Management (EVM)):

- Successful cost control is defined as performance of the PWS within the amount of funds allotted on the order. If the contractor's actual expenditures on a monthly basis exceed the budgeted amount for expenditures, the contractor must (1) provide an explanation why the budget was exceeded and (2) provide an explanation of adjustments that will ensure completion of the work within the ceiling of the task order, in order to receive a successful assessment of performance.
- Unsuccessful cost control is defined as exceeding the funding allotted on the order or exceeding the original ceiling of the order due to reasons not attributable to the Government. Furthermore, on monthly basis, if the Government is not notified of budgetary overruns, reasons for their occurrence, and steps the contractor is taking to ensure completion of the work within the ceiling of the order, the contractor will receive an unsuccessful assessment of performance.

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

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

1000	9/1/2006 - 8/31/2007
1001	9/1/2007 - 8/31/2008
1002	9/1/2008 - 8/31/2009
3000	7/1/2006 - 6/30/2007
3001	9/1/2006 - 8/31/2007
3002	9/1/2007 - 8/31/2008
3003	9/1/2007 - 8/31/2008
3004	9/1/2008 - 8/31/2009
3005	9/1/2008 - 8/31/2009
4000	9/1/2009 - 8/31/2010
4001	9/1/2010 - 8/31/2011
6000	9/1/2009 - 8/31/2010
6001	9/1/2009 - 8/31/2010
6002	9/1/2010 - 8/31/2011
6003	9/1/2010 - 8/31/2011

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## SECTION G CONTRACT ADMINISTRATION DATA

### Point of Contact

The contracting office point of contact is [REDACTED], Code 280.1D Philadelphia Division Contracting Department FISC Norfolk. [REDACTED]

The FMO point of contact for this order is [REDACTED] who may be reached at [REDACTED].

The Contracting Officer's Representative (COR for this order is [REDACTED] who can be reached at [REDACTED] or by email at [REDACTED]

CLAUSES INCORPORATED BY FULL TEXT

### SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

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

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

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

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

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

	<i>Routing Table</i>
<i>WAWF Invoice Type</i>	COST VOUCHERS
Contract Number	N00178-05-D-4364
Delivery Order Number	EX01
Issuing Office DODAAC	N00189
Admin Office DODAAC	S2404A
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)	N41421 – [REDACTED]
Service Approver DODAAC (Cost Voucher)	HAA661





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

[REDACTED]  
[REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

Special Contracting Requirements shall be in accordance with Section H of the IDIQ contract.

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## SECTION I CONTRACT CLAUSES

Note: All provisions of Section I of the basic contract apply to this task order (unless otherwise specified in the task order) plus the following (provided in full text):

### 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201. (b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this task order by written notice to the Contractor prior to task order expiration provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 1 day prior to task order expiration. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 5 years.

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## SECTION J LIST OF ATTACHMENTS

CDRL

Non-disclosure statement