

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 10	3. EFFECTIVE DATE 25-Aug-2010	4. REQUISITION/PURCHASE REQ. NO. 1300162266-0002	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY FISC, San Diego, Regional Contracts Department 937 North Harbor Drive, Suite 60 San Diego CA 92132	CODE N00244	7. ADMINISTERED BY (If other than Item 6) DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299	CODE	S2101A

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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) International Business Machines Corporation 6710 Rockledge Drive Bethesda MD 20817-1826		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4364-NW01
		10B. DATED (SEE ITEM 13) 21-Jul-2009
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.

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

E. IMPORTANT: Contractor [X] 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) [REDACTED]		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) [REDACTED] Contracting Officer	
15B. CONTRACTOR/OFFEROR [REDACTED] (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY [REDACTED] (Signature of Contracting Officer)	16C. DATE SIGNED 26-Aug-2010

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GENERAL INFORMATION

The purpose of this modification is to add and decrease funding on CLIN 4003 and also to increase the ceiling of ODC/Travel CLIN 6001 by adding and funding subclin 600102.

Accordingly, said Task Order is modified as follows:

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

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby 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]

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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
4000	Financial Management Support Services & Program Development Services (O&MN,N)				
400001	Funding for Management Support Services 11,100 Hours (O&MN,N)				
400002	LOE Funding Increase for Management Support Services 1,889 Hours (O&MN,N)				
400003	LOE Funding Increase for Management Support Services COS 1,600 Hours (O&MN,N)				
4001	One Touch Support (OTS) Program Development Services (O&MN,N)	8			
400101	One Touch Support Funding 2,276 Hours (O&MN,N)				
400102	One Touch Support Funding 2,211 Hours (O&MN,N)				
400103	One Touch Support Funding 3,313 Hours (O&MN,N)				
400104	LOE One Touch Support Increase of 1,040 Hours (O&MN,N)				
400105	One Touch Support Funding (O&MN,N)				
4002	Financial Management Support Services				

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& Program
Development
Services (O&MN,N)

400201 INCREMENTAL
FUNDING FOR 4002
(O&MN,N)

4003 One Touch Support [REDACTED] [REDACTED] [REDACTED] [REDACTED]
(OTS) Program
Development
Services (O&MN,N)

400301 Incremental
Funding (O&MN,N)

400302 Incremental
Funding (O&MN,N)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost

6000	ODC'S FOR TRAVEL BASE YEAR (O&MN,N)	1.0	Lot	[REDACTED]
600001	Funding (FIN) (O&MN,N)			
600002	LOE Increase to Travel (HHG) (O&MN,N)			
600003	LOE Increase to Travel (OTS) (O&MN,N)			
6001	ODC'S FOR TRAVEL OPTION YEAR (O&MN,N)	1.0	Lot	[REDACTED]
600101	Funding (O&MN,N)			
600102	Funding (O&MN,N)			

LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995)

(a) The level of effort for the performance of this contract during the period from the start of contract performance to 12 months thereafter is based upon 23,429 estimated manhours of direct labor. If all options are exercised by the government, the level of effort for the performance of this contract will be increased by an additional 18,900 estimated manhours of direct labor, for a total level of effort of 42,329 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

(b) The estimated composition by labor category of the Estimated Total Hours is as follows:

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Role	LCAT	Orig	Increase	Adjusted Amt
Program Manager	Client Services Executive			
Project Manager	Project Manager			
Management Consultant	Consultant			
Business Process Analyst	Analyst			
Totals				

OTS CLIN 4001				
Role	LCAT	Orig	Increase	Adjusted Amt
Program Manager	Client Services Executive			
Functional Consultant	Systems Analyst			
Technical Architect	Advanced IT Specialist Systems Programmer			
Technical Consultant	Analyst			
Totals				

TO Total Hours: [REDACTED]

(c) The Estimated Total Hours include overtime* and subcontracting hours but exclude holidays, sick leave, vacation days and other absences.

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this contract the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."(End of Provision)

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Commander, Fleet and Industrial Supply Centers (COMFISCS) Support

Statement of Work

1.0 INTRODUCTION

The Commander, Fleet and Industrial Supply Centers (COMFISCS) staff requires contractor support to supplement its blend of traditional Navy supply logistics support, strategic planning process, organizational design, metrics development and maturation of current transformation initiatives. COMFISCS also requires contractor support to supplement with program management and customer support efforts for various Navy material support initiatives; such as the One Touch Support System (OTS). Teaming with the contractor, efforts will also include the review of business processes, organizational structures, and ongoing efficiencies. COMFISCS requires support across all of the Navy Systems, Applications, and Products (SAP) common business solution. This support will be required at COMFISCS headquarters and subordinate commands across CONUS and OCONUS.

2.0 BACKGROUND

2.1 COMFISCS Management Support Services

COMFISCS is responsible for directing the waterfront support segment of the Naval Supply Systems Command (NAVSUP) strategic plan, overseeing field operations through a Lead Contracting Executive, and allocating assigned supply system program management responsibilities, managing performance, and facilitating best business practices and efficiencies across the seven FISCs located in San Diego, Calif.; Norfolk, Va.; Jacksonville, Fla.; Yokosuka, Japan; Pearl Harbor, Hawaii; Bremerton, (Puget Sound), Wash.; and Sigonella, Italy.

The FISCs provide logistics, business and support services to fleet, shore and industrial commands of the Navy, Coast Guard and Joint and Allied Forces. The supply centers deliver combat capability through logistics by teaming with regional partners and customers to provide material management, contracting, transportation and consolidated mail services, technical customer support, defense fuel products, worldwide movement of personal property, and other logistics services.

COMFISCS is also responsible for optimizing the performance of base supply functions such as hazardous material management, contracting, regional transportation, and retail supply; and standardizing levels of service across 12 regions and 110 Navy installations worldwide.

COMFISCS comprises more than 7,000 military and civilian logistics professionals, operating as a single cohesive team, and providing worldwide logistics services from more than 100 locations across 14 time zones. A component of the NAVSUP, headquartered in Mechanicsburg, Pa., COMFISCS is part of a worldwide logistics network of more than 24,000 military and civilian personnel providing "One-Touch Supply" (OTS).

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Management Support Services are required to assist COMFISCS staff with Navy transformation activities:

- A. Support the sustainment operations of the Navy Enterprise Resource Planning (ERP) SAP processes
- B. Review of Financial Management Processes and Business Rules
- C. Identification and Implementation of Business Improvement Opportunities
- D. Workforce Education and Training
- E. Support with COMFISCS specific Logistics and Supply Chain Initiatives

NAVSUP ERP Business Office has been established to manage implementation and sustainment of business processes throughout the NAVSUP enterprise. The Navy ERP program office has identified specific functional areas (listed below) that require subject matter expertise in the principals, processes, methodologies, along with the practical application, and expert working knowledge of SAP, commercial best practices, and specific COMFISCS business processes for successful ERP sustainment and process improvement.

2.2 COMFISCS Fleet Program Support

The One Touch Support System (OTS) is a web-based system that provides the Fleet with a single point of entry to access multiple DOD and Navy supply systems, perform supply system functions, and access supply system and other logistics information. The OTS site provides a seamless integration to various DOD and Navy supply and logistics systems, enabling users to access a myriad of databases and obtain end-to-end supply chain data visibility. OTS allows customers to identify the location of stock, conduct technical screening of supply items, input requisitions, perform stock queries, verify requisition status information, and track shipment status. Additional capabilities to provide off-line requisitioning, web services, and access to maintenance systems technical data have been developed within OTS. Customer access to OTS reduces manpower requirements, enhances readiness and total asset visibility, and greatly improves the quality of logistics services provided to the Fleet. The need to integrate and share data via the web, as well as to optimize business processes crosses the Department of Defense (DOD) and is of particular importance in the logistics and supply chain management areas. Improvements in providing asset visibility across the entire supply chain are vital to achieving the goals laid out by Joint Vision 2010. OTS supports the Commander, Naval Operations' vision for Distance Support by enabling Fleet logistics 24/7 support worldwide through online access to multiple data points within the DOD supply chain. OTS is now embarking on a greater Distance Support initiative, supporting deployed assets via the Navy Information/Application Product Suite (NIAPS).

3.0 SCOPE

3.1 COMFISCS Management Support Services

The contractor shall provide management support services to COMFISCS to include:

- a. Program support across COMFISCS in the areas of Business Processes, re-engineering, deployment and management, Business Information, Data Warehouse Management, Legacy data management, Communications, Organization Change Management, Training, Quality Assurance, Testing, budget formulation, reconciliation and execution, program performance and management of program adoption, implementation, sustainment, and various other business and ERP functions.

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b. Subject matter expertise in the principals, processes, methodologies, along with the practical application, and expert working knowledge of the SAP commercial and government instances in the previously identified functional business areas.

c. Thorough working knowledge of COMFISCS and NAVSUP specific financial and workforce management processes, systems interfaces, and business applications that include DCPDS, DCPS, TFMMS, TWMS, WebOTF, OTS and other legacy and relevant financial management systems.

d. Subject Matter Experts (SME) in the principals, processes, methodologies, maintenance, practical application, and expert working knowledge of the specific business processes across COMFISCS and NAVSUP to include:

1. ERP processes and solutions with specific emphasis on SAP ECC 6.0
2. ERP Resource Planning processes and solutions
3. SME administrative and analytical, support for SAP and COMFISCS current business practices in the following areas:

(a) Financial Management

- (1) Financial Accounting and Reporting
- (2) Revenue and Cost Controlling
- (3) Asset Accounting
- (4) Sales and Distribution

(b) Project Management

- (1) Program Management
- (2) Scheduling
- (3) Resource Assignment
- (4) Planning and budgeting by task

(c) Workforce Management

- (1) Organizational
- (2) Personnel Administration
- (3) Personnel Development
- (4) Personnel Time Management
- (5) Training and Event Management

(d) Materials Management

- (1) Procurement
- (2) Payments/Entitlements

e. Provide administrative, structural design, programming, Business Information, Data Warehouse Management, Legacy data management, and Business Case Analysis support. Implement, migrate, support and sustain ERP data management solutions.

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f. Integrate and support CNO Intelligent Workbook (IW) and Inherently Governmental and Commercial Activities (IGCA) requirements with ERP. The functions include:

1. Training new users to complete the requirements
2. Analyzing data for inaccuracy
3. Packaging final product for submission to NAVSUP HQ

g. Provide transformation and business process improvements to ongoing COMFISCS and FISC enterprise wide operations, specifically material management operations and household goods management. SME level support provided by consultant(s) with prior NAVSUP, COMFISCS, and FISC working knowledge and experience is essential.

h. The contractor shall provide Budget and Program Management support to the COMFISCS. The support shall enable the COMFISCS ERP Business Office to effectively execute the deployment across the functional area requirements of the Navy ERP within their budgetary and functional limits. The contractor shall also provide support for planning and execution of tasks related to internal and external requests for financial and program information.

3.1.1 COMFISCS Program and Supply/ Logistics Support

The contractor shall provide program support to the COMFISCS to include, but not limited to the following:

- a. Provide technical business area expertise to facilitate the development and implementation of Navy ERP templates. Review and provide recommendations of current and planned implementation procedures to ensure a successful execution of the Navy ERP solution.
- b. Participate in planning meetings, strategy sessions, technical refresh sessions and provide documentation.
- c. Provide support in the areas of strategic planning and analysis required for accomplishing program milestones and goals to support management in the decision making process.
- d. Develop program schedules and plans.
- e. Prepare briefing materials, issue papers, point papers, and ad hoc reports.
- f. Develop and provide recommended responses to Congressional inquiries, Navy, DoD and other government agency questions or requests for information.

3.1.2 Communications

The number one objective for COMFISCS Communications is to gain and sustain employee ownership of the new command business processes for a quick and complete Navy ERP process. In order to accomplish those goals, the contractor shall be required to provide support in delivery of all forms of communications across all levels of COMFISCS. The contractor shall be required to provide all level of communications tools to include newsletters, articles, webinars, briefs, seminars, conferences, and town hall meetings.

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The contractor shall provide support for:

- a. Town Hall meetings open to a wider audience (generally all COMFISCS employees) scheduled in various venues.
- b. Show & Tells for a targeted audience based on subject matter
- c. Workshops for a targeted audience based on subject matter
- d. Department focused team meetings where designated members of Team COMFISCS brief at the department's location.
- e. Development of site publications, newsletters, web postings, bulletin boards, posters, brochures and email.
- f. Initiating or establishing multiple methods for receiving feedback to include:

1. Project Team Initiated Feedback - This form of feedback is the "outreach method" used and initiated by the project team. We engage the organization and make the information obtained available at all times, to all personnel. The outreach method may take the form of emails to the organization with URLs to web surveying tools, standard emails or phone inquiries, hand delivered data gathering documents, etc.

2. End-user/Organization Initiated Feedback – This form of feedback gives the end-user the opportunity to engage the project team. They can regularly submit questions to a proposed Q&A interactive website, or send them to an established Q&A email address, where both areas are properly manned to provide prompt responses to end-user questions.

3. Interval-Driven Feedback - This form of feedback is performed at pre-determined milestones in the program. Quarterly measurements can be taken for a percentage of the entire organization to determine what methods and media forms are preferred and work best. These forms of feedback may rely on focus groups or instruments via email, telephone, or the web.

4. Event Driven Feedback - This form of feedback will be used at the conclusion of specific communication events and will typically be in a web-based survey form. The information collected will be used to measure the effectiveness of the event and improve future communication events. Data obtained will also serve as the basis for changes to existing communication practices.

3.1.3 Training

The contractor shall provide support to:

- a. Ensure a consistent but process relevant approach to training at all COMFISCS Commands
- b. Ensure consistent information is provided to the end user
- c. Support the end users in attaining proficiency in the shortest amount of time possible
- d. Advocate for training the "right number" of end users based upon the business need using scheduling optimization analytic tool sets
- e. Build a cross functional COMFISCS training solution based on the foundation provided by the Navy ERP training team to include:

1. Evaluate Navy ERP training materials and provide feedback, if products are made available during the design and development phases.

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2. Perform a gap analysis between the training support/products to be provided by Navy ERP and those needed by Team COMFISCS to include cross-module training and business process-driven training, formal and informal, to bridge gaps in standard training material and immediately update training materials and resolve issues/ test new release items.
3. Develop a rapid and flexible response for closing identified training gaps (e.g., leverage business process team materials, develop webinars, hold workshops, publish Frequently Asked Questions (FAQs), develop instructor guides, etc.)
4. Involve site subject matter experts in the process of reviewing training materials as a way of anticipating/capturing questions and concerns in advance of training.
- f. Develop local site trainers in SAP functional areas, related to their areas of expertise, so that they can effectively train the end user community and provide assistance to their fellow co-workers when back on the job.
- g. Develop a sustainment team that – as a whole – possesses SAP functional knowledge across all of the modules.
- h. Contribute to the development of local help desk personnel and work closely with the help desk management to address training/information deficiencies after go-live.
- i. Facilitate collaboration between trainers, business process experts, and help desk personnel via meetings, Video Teleconferences (VTC), and on-line work areas.
- j. Training methods will likely include:
 1. Classroom training
 2. Web-based training
 3. Multi-site training

3.2 COMFISCS Fleet Program Support

NAVSUP has tasked COMFISCS with program management and customer support efforts for various Navy material support initiatives; as such, COMFISCS has the responsibility for various Navy material support integration and customer support initiatives. The One Touch Support system provides customer support process efficiencies for the Global Distance Support Center and the Logistics Support Centers, and provides customer direct access to other logistics and customer support systems. In support of the its customer support responsibilities, COMFISCS requires technical support services for One Touch Support which provides expertise in logistics process and system efficiencies in the following areas: design, architecture, development techniques, interfaces, logistics and supply functional requirements, operations research, software development, installation, integration, testing and logistics systems for both fleet and shore applications. Within this scope are contained the integration of OTS functionality into NIAPS and development of Distance Support tools for the Naval Facilities Expeditionary Logistics Center (NFELC).

The scope of this PWS is to provide technical assistance to OTS in accordance with DOD and Navy regulations. The contractor shall provide technical and functional expertise to support the One Touch

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Support Program Office (OTS PMO) and Navy Supply Information Systems Activity (NAVSISA) efforts to maintain and develop OTS with an emphasis on completing open tasks on the existing support contract performed by IBM. This includes: development of the NIAPS OTS interface specification and functional analysis design of NFELC unique functionality. The Contractor shall evaluate technical system and subsystem specifications, interface requirements specifications as well as other existing program documentation and/or existing computer software configuration items in order to design, develop, and test as well as sustain OTS interfaces.

The primary tasks under this Performance-based Work Statement (PWS) will be the undertaking of such studies/analyses, formulation of issue positions/impacts, and then making technical recommendations to the government on courses of action. Direct, recent technical OTS experience is essential to execute this PWS. As well, key skills centering on the support teams' demonstrated ability to anticipate requirements and independently perform such tasks in a dynamic environment with the resultant outputs prepared for a varied audience of stakeholders including the Defense Logistics Agency (DLA); Navy Type Commanders (TYCOMs); Commander Fleet Forces Command (CFFC); Commander, Naval Supply Systems; Commander Fleet and Industrial Supply Centers (COMFISCS) and its Navy claimant partners; NAVSISA; DISA; and EDS.

3.2.1 COMFISCS Fleet Program Support Description of Work

This contract will result in the issuance of a Technical Data Letter (TDL) that will specify articulate the requirements outlined in subparagraph 3.2.2.1. The contract will be managed as a performance-based work statement and is described below in the remainder of this section and 3.2.2. The key tasks required to be performed by the contractor are listed herein. They will be treated the same as the existing scope of work.

3.2.1.1 This is a performance-based work statement (PBWS). As such, it expresses its performance-based requirements in the following manner:

Each performance requirement may contain the three elements below. In each case, the elements taken together constitute the components of a performance requirement.

- *Performance Requirement* - A statement of the outcome or results expected of the contractor. A performance requirement specifies what is to be done. It does not specify how it is to be done.
- *Performance Standard (PS)* - The targeted level of acceptable performance for determining whether specific performance requirements have been accomplished.
- *Performance Measure (PM)* - Expresses the method that will be used by the government to assess how well the contractor performs specified requirements as measured against the performance standards.

3.2.1.2 Use of Performance Standards and Performance Measures

The contractor shall be contractually obligated to perform every requirement in this work statement. Not every performance requirement has a related performance standard or assessment measure expressed in this document. In such cases the performance standard or performance measure is either inherent in the requirement or performance is to be in accordance with standard commercial practice

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(that is performance substantially complies with customary trade practice). When a performance standard or measure is specified, it may be used to achieve a variety of objectives. Such objectives include, but are not limited to, collection of data to test the practicality of a performance standard, the identification of performance when the standard requires less than 100 percent compliance, emphasis on the most critical performance requirements, the collection of data to support quality assurance, assessment of remedies, and documenting performance for inclusion in a past performance information database.

3.2.2 Specific Tasks in Support of One Touch Support

3.2.2.1 Logistics and Customer Support Legacy and Web Systems Technical Support

The Contractor shall provide technical expertise to COMFISCS/NAVSISA in the area of web interface development, information access and web services. Specifically, the Contractor shall perform technical evaluations of logistics and customer support candidates as directed by the Government. These technical evaluations will be performed in order to ascertain data management methods and integration requirements for various logistics systems including OTS and its interfacing systems (see Table 1.). In accomplishment of this effort, the Contractor must be familiar with OTS interface development and integration into the existing OTS architecture. The Contractor shall evaluate technical system and/or subsystem specifications, interface requirements specifications as well as other existing program documentation and/or existing computer software configuration items in order to design and develop interface requirements. The Contractor shall perform a technical analysis of software capabilities, communications requirements, and physical interface requirements as they pertain to interface requirements and capabilities. The contractor shall configure and extend the OTS Data Manager Framework (DMF) to access remote data sources and aggregating results from multiple data sources into a single complete response. Contractor shall then prepare an interface requirements specification for any candidate device being analyzed as directed by the Government. In addition to the above technical evaluation, the interface design document will identify a cost and schedule for the design and development of an interface.

PS: Contractor format

PM: Accept document.

PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

PM: Review and accept report.

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices

PM: Review and accept report.

NIAPS INTEGRATION - This task pertains to the design, and preliminary development, testing, and deployment of NIAPS/OT interface for inclusion in the October 2009 and April 2010 NIAPS releases. The deployment will occur in multiple phases. Phase 1 includes all work required to deploy OTS stock

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check and basic requisition status functions. This includes a feasibility study and initial functional design. Follow-on phases will include Technical Screening Enhancements including Classification Information, Management Data, and MRIL Data, ERP Advanced Interfaces, Additional SNTS interfaces and integration and RRAM Requisition Input Data Source.

NFELC FUNCTIONAL SUPPORT – This task pertains to the design, and preliminary development, testing, and deployment of requisition support functionality to be delivered in the June 2009 and July 2009 OTS releases. Full deployment will occur in multiple phases. Phase 1 includes all work required to provide end-user visibility for SIGNAL Code “J” requisitions and includes a feasibility analysis, functional design and direct development support to NAVSISA developers. Phase 2 and onward is not included in this contract.

RHICS INTERGRATION - This task pertains to the design, and preliminary development, testing, and deployment of RHICS/OTS interfaces and related transactional functionality to be deployed in 2010 OTS releases. The deployment of this functionality will occur in multiple phases and will include making the capability accessible from the OTS web client as well as from shipboard low-bandwidth clients deployed on NIAPS. The first phase will provide asset visibility / stock check capability of Hazardous Material from RHICS 2.0 in OTS. A second phase extends OTS Technical Screening capabilities to include hazardous materials catalog information from RHICS 2.0. The third phase allows OTS customers afloat and ashore to generate requisitions for hazardous materials that would insure that the business rules from RHICS 2.0 are enforced. Additional functionality may be required to support receipt, issue, and stow transactions from afloat Distance Support enabled platforms.

3.2.2.2 Program Management, Design and Technical Support

Contractor shall provide program management support and technical services as directed by the Government. In accomplishment of this tasking, the Contractor must be familiar with existing technical architecture, development, interfaces, and requirements. The Contractor shall conduct engineering assessments, technical evaluations, and product analyses to assist in the definition of operational requirements, planning, execution, implementation and support of program efforts. Contractor shall perform technical analyses and engineering assessments of various technical documents, drawings and plans, and shall provide their technical expertise and experience in the review of test plans, procedures, requirements, manuals, briefs, and any other documents, drawings, or information. Contractor will attend technical meetings; provide technology assessments and general software engineering services. Conduct engineering assessments, technical evaluations, and product analyses to assist in the definition of operational requirements, planning, execution, implementation and support of program efforts; interface with various NAVSUP, Navy and DoD program offices to ensure program and objectives are represented; provide support to equipped ships and sites as a technical liaison; attend working groups, meetings, briefs, symposiums, and conferences, providing Contractor’s technical expertise, as directed by the Government. Deliverables may include trip reports and technical papers as specified by the delivery order.

PS: Contractor format – trip report; Technical Report - DI-MISC-80508A
PM: Accept document.

PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

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PM: Review and accept report.

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.3 Software Maintenance, Support, and Evaluation

Contractor shall provide software support and engineering services as directed by the Government, utilizing their experience with existing OTS architecture, development techniques, interfaces, and functional requirements. In this capacity the Contractor shall evaluate possible corrective measures to resolve software and performance issues, and present proposed enhancements to the NAVSUP Architecture Review Board (ARB). Contractor shall test software modifications after approval by the NAVSUP ARB and development by NAVSISA. In addition, the Contractor shall provide support in the areas of OTS software installation and configuration for performance optimization within the Government enclave. This support shall be coordinated with NAVSISA and EDS as directed by the Government. Contractor shall perform technical analyses and engineering assessments of various proposed enhancements, added capabilities, and/or integration efforts, and they shall provide Engineering Technical White Papers that will identify a technical approach, scope, schedule, and estimated cost for the design and development of the proposed effort.

PS: Contractor format – trip report; Technical Report - DI-MISC-80508A

PM: Accept document.

PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

PM: Review and accept report.

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.4 Prototypes and Demonstrations

Contractor shall research, design, and develop recommendations for technical services and/or provide for demonstrations (i.e. Navy Distance Support, Virtual SYSCOM initiatives, Fleet Battle Experiments, Joint Fleet Interoperability Demonstrations, Logistics Common Operating Picture and other research and development software efforts), and shall provide technical assessments of capabilities, technical white papers on approaches, schedules, and POA&Ms. In accomplishment of this tasking, the Contractor must be familiar with existing U.S. Navy and DOD/DOT supply and logistics systems architecture, interfaces, status implementations, and requirements. The Contractor must also be familiar with existing and emerging software development techniques (i.e. web services, UDDI), network/connectivity technology, and system/network security risk evaluation. Deliverables may include Trip Reports and Technical Papers as specified in the delivery order.

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PS: Contractor format – trip report; Technical Report - DI-MISC-80508A

PM: Accept document.

PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

PM: Review and accept report.

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.5 OTS Technical Management Support

Contractor shall provide Subject Matter Expert (SME) technical support to COMFISCS/NAVSISA in the area of logistics systems including the One Touch Support (OTS) operation, maintenance, fault isolation, repair, and training. In accomplishment of this tasking, the Contractor must be familiar with existing OTS architecture, interfaces, functional requirements and DMF. The Contractor shall also be familiar with installation, integration, testing and operation of OTS for both fleet and shore installations. This support shall include troubleshooting of OTS interfaces, component and software configuration, and operator refresher training. Deliverables may include Trip Reports as specified in the delivery order.

PS: Contractor format – trip report.

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.6 OTS Software Development

Contractor shall provide technical support to COMFISCS/NAVSISA in the area of software design and development for logistics systems including One Touch Support (OTS) and other U.S. Navy and DOD/DOT logistics systems. In accomplishment of this tasking, the Contractor must be familiar with existing OTS architecture, development techniques, interfaces, and functional requirements. In addition the contractor must have development experience with SOAP, JAVA JDK1.5, Oracle 10g, JBOSS, SQL Server, and XML. Contractor must be familiar with the configuration, management, and customization of data access connectors within the OTS Data Manager Framework (DMF) utilized to access, aggregate, and transport data from U.S. Navy, DoD, and Commercial legacy and enterprise data sources using diverse transport protocols including but not limited to: HTTP, HTTPS, SSL, SFTP, MQ Series, SMTP, JDBC, JMS, and Web Services / SOAP. Specifically, the Contractor shall provide recommendations for design, coding, documenting, and testing software control and services applications for the One Touch Support system. In addition the Contractor shall assist in integrating new applications or web services into existing logistics systems including the OTS architecture and interfaces. The Contractor shall evaluate technical system and subsystem specifications, interface requirements specifications as well as other existing program documentation and/or existing computer software configuration items in order to design, develop, or sustain OTS interfaces. The Contractor shall prepare an Interface Requirements Specification (IRS) for each computer software integration item

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developed as required by the Government.

PS: Contractor Format

PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com). PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.7 Logistics Integration Services

Contractor shall provide engineering services in the area of system integration and field change implementation in support of shipboard and shore based supply and logistics systems. The contractor must be familiar with supply and logistics systems installations, including OTS. In accomplishment of this tasking, the Contractor must be familiar with supply and logistics systems including OTS software, configuration, architecture, hardware, components, installation and integration. In addition, the Contractor must also be familiar with the Commercial of the Shelf (COTS) software and hardware used for OTS and other U.S. Navy and DOD/DOT supply and logistics systems. Specifically, the Contractor will provide services to assist in the integration logistics software into the installed OTS system, to insure proper initialization and interfaces with associated peripheral equipment and devices. The contractor will provide a Final Integration Report in the form of a Technical Report upon completion.

PS: Contractor Format

PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.8 Application Testing

Contractor shall provide services in the area of testing and accreditation. In accomplishment of this tasking, the Contractor must be familiar with supply and logistics systems supporting the Department of Defense including OTS software installation, configuration, integration, security, operation, administration, and maintenance. In addition, the Contractor must also be familiar with the Government (GOTS) and Commercial off the Shelf (COTS) software and hardware used for existing supply and logistics systems including OTS. Specifically, the Contractor shall provide support for any testing, validation, and/or accreditation efforts as directed by the Government. This shall include, but not limited to, independent verification and validation, security test and evaluation, and system operation verification test. The Contractor shall provide test procedures and test reports containing the results of all tests performed as directed by the delivery order.

PS: Contractor Format

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PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.9 Network and Security Engineering Analysis

Contractor shall provide engineering assessments in the area of network and security engineering. In accomplishment of this tasking, the Contractor must be familiar with existing interfaces and systems including OTS: networking/connectivity architecture, interfaces, connectivity, software, and functional requirements. Specifically, the contractor shall provide network-engineering assessment services including research, evaluation, design, as well as recommendations regarding installation, administration, support, and maintenance for U.S. Navy and DOD/DOT logistics systems security. In addition, the Contractor will provide Technical Reports to include system security evaluations and analysis to provide potential risk identification, technology assessments, and propose potential solution and/or implementation option for risk mitigation.

PS: Technical Report - DI-MISC-80508A

PS: The submission must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise Architecture requirements, and DOD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

PS: Research and collect 100% of the available information concerning the analysis.

PS: Provide an accurate analysis that considers all reasonable factors associated with the activity.

PS: The analysis shall be IAW best business practices.

PM: Review and accept report.

3.2.2.10 Control Progress and Status Reporting

The contractor shall provide a Monthly Status Report monitoring the quality assurance, progress/status reporting, and program reviews applied to the PBWS. In addition, the contractor shall provide a monthly status and projected requirements of funds, staff-hours, and work completion for evaluation of the contractor's progress based on the PBWS tasks. All reported expenditures shall correlate to the work breakdown structure. At a minimum, this data shall include:

- a. The project schedule showing any proposed changes, the reasons for changes, and the potential impact on the program.
- b. Descriptions of activities and deliverables during the current month for the task order. The descriptions shall include problem definitions and recommendations for program resolutions. Particular attention shall be given to risk management activities.
- c. Cumulative planned and cumulative actual hours, cumulative ODCs, and cumulative actual dollars by task; and cumulative actual labor cost by subtask; staff hours by subtask and by individual (including location) for the reporting period.

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d. Budget estimates (actual and revised) of overall and monthly projected staff-hours and cost for the task order; budget estimates (actual and revised) of overall and monthly projected staff-hours and costs by task.

e. Trips, technical visits, and related results for the reporting period.

f. Personnel reassignments; including all personnel added to or removed from the task order by task.

PS: Contractor format

PM: Accept document

3.2.2.11 Technical Direction Letters (TDLs)

A TDL is a written document issued to the Contractor that clarifies, defines, or provides technical instructions relating to the tasks contained in this SOW. Information contained in the TDL may include work clarifications, time/place of performance, and preferred order of task performance within the scope of the SOW. The COR prepares the TDL, the Contract Specialist reviews it, and the Contracting Officer or designated representative will sign it.

A TDL shall include, but is not limited to the following:

- a. Date of issuance of Technical Direction
- b. Applicable contract number
- c. Technical direction identification number
- d. Technical direction description
- e. Estimated cost
- f. Estimated level of effort by labor category
- g. Signature of the COR

Requirements to the overall COMFISCS Program Support may include, but are not limited to:

- a. Develop and maintain resource-planning data.
- b. Conduct cost impact analyses on program support issues as required.
- c. Develop financial aspects of Plans of Action & Milestones (POA&M).
- d. Develop background information to justify financial program requirement.
- e. Provide program analysis and evaluation reports in support of the Navy ERP system.
- f. Analyze financial information in program planning documents and processes.
- g. Conduct financial analysis and financial risk analysis identifying and evaluating financial risks and recommend management techniques to mitigate risk exposure including inputs to the budget and related exhibits.
- h. Draft spreadsheets, reports, and conduct analysis for short and long-range budget requirements.
- i. Prepare and provide recommendations to justify and defend budgets during all required annual and periodic budget submissions.
- j. Prepare ledger reports, ledger tracking, maintenance and support of specified financial management information systems
- k. Draft/review/prepare back up information and recommendations for financial presentations.
- l. Resolve problem disbursements.
- m. Provide recommendations and initiatives for improvements to reduce overall costs, including but not

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limited to Business Case Analysis, cost benefit analysis.

n. Submissions related to One Touch System Support (OTS) must comply with DoD IT Certification Requirements in accordance with the Clinger-Cohen Act of 1996, Navy FORCENET standards, NAVSUP Enterprise architecture requirements, and DoD Business Enterprise Architecture Logistics requirements (www.bea-log.com).

4.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

The government will provide standard office furnishings/equipment for contractors assigned to government facilities; e.g., desks, telephones, PCs, access to NMCI and internal collaboration tools. GFI will include historical versions of OTS system documentation and other documentation as required.

4.1 Government Policies

4.1.1 The Contractor will be provided with the most current Government policies that have been determined to be relevant to the Contractor's OTS development, maintenance, and operations responsibilities.

4.1.2 The Contractor will be provided with changes to policies that have been determined to be relevant to the Contractor's OTS development, maintenance, and operations responsibilities.

4.2 Other GFI

4.2.1 The Contractor will be provided access to reliable, representative, consistent Government test data to simulate external system interfaces to government systems.

4.2.1.1 Access to Government data sources that are required for system functionality will be available to OTS v3.2 data retrieval.

4.2.1.2 OTS Core Component Computer Software Configuration Items

4.2.1.3 OTS Interface Requirements Specifications

4.2.1.4 Navy FORCENET Checklist

4.2.1.5 OTS Business Management Modernization Program Documentation

4.2.1.6 Naval Supply Systems Command Enterprise Architecture Documentation

4.2.1.7 Department of Defense Business Enterprise Architecture – Logistics

4.2.1.8 Distance Support Technical Advisory Group (DSTAG) Checklist

Note: All GFI access will be returned to the Government and/or terminated upon completion of Contract.

5.0 GOVERNMENT FURNISHED MATERIAL

None required.

6.0 DATA DELIVERABLES

The Contractor shall provide a monthly status report for each current delivery order which describes the administrative, technical, and financial status to the COR and TPOC. All deliverables shall be prepared

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and delivered in accordance with the requirements provided herein. The contractor will also deliver the required packaged code according to the specifications and standards of NAVSISA.

Task#	Deliverable Subtitle	CDRL/DID# Title	Calendar Days after Task award	# of Copies	Dist.
3.2.2.1	Interface requirements specification, including cost and schedule	Contractor determined format	Draft 10 business days after award; Final 5 business days after draft submission	1 soft 1 hard	COR, TPOC
3.2.2.2	Trip Report, Technical Report	Trip Report - Contractor determined format; Technical Report - DI-MISC-80508A Technical Report – Study Services	Initial submission 20 business days after award; Updates provided 10 th day of the month thereafter	1 soft 1 hard	COR, TPOC
3.2.2.3	Trip Report, Technical Report	Trip Report - Contractor determined format; Technical Report - DI-MISC-80508A Technical Report – Study Services	Initial submission 15 business days after award; Updates provided 10 th day of the month thereafter	1 soft 1 hard	COR, TPOC
3.2.2.4	Trip Report, Technical Report	Trip Report - Contractor determined format; Technical Report - DI-MISC-80508A Technical Report – Study Services	Initial submission 45 business days after award; Updates provided 10 th day of the month thereafter	1 soft 1 hard	COR, TPOC
3.2.2.5	Trip Report	Contractor determined format	Draft 10 business days after award; Final 5 business days after draft submission	1 soft 1 hard	COR, TPOC
3.2.2.6	Interface Specification	Contractor determined format	As required	1 soft 1 hard	COR, TPOC
3.2.2.7	Integration Report	Technical Report - DI-MISC-80508A Technical Report – Study Services	As required	1 soft 1 hard	COR, TPOC
3.2.2.8	Acceptance Test Criteria report and Test Reports	Contractor determined format	As required	1 soft 1 hard	COR, TPOC
3.2.2.9	System Security Assessment Report	DI-MISC-80508 Technical Report – Study Services	As required	1 soft 1 hard	COR, TPOC
3.2.2.10	Cost, Schedule and Status Report (CSSR)	As specified in Section 3.2.2, Para 3.2.2.10, Control	Initial submission 45 business days after award; Updates	1 soft	COR, TPOC

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		Progress and Status Reporting.	provided 10 th day of the month thereafter	1 hard	
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7.0 DELIVERABLE ACCEPTANCE

The purpose of this section is to define a process for review and acceptance of work products and equipment that will be referred to as Deliverable Acceptance. The Government (NAVSUP and designated field activities) and the Contractor will submit work products and deliverables to one another throughout the period of performance.

7.1 COMFISCS Management Support Services

COMFISCS will review and approve all product deliverables within the program approval process (es) designated for the specific deliverable product. All formats will be approved in advance by COMFISCS. Monthly status reports detailing all work accomplished by the contractor shall be delivered to the government.

The contractor shall provide the following Deliverable Products as a result of the efforts performed under this task:

a. Processes - fully documented best practice processes, methodologies, COMFISCS worksheets to include, but not limited to strategy, business plans, Concept of Operations (CONOPS), requirements for execution, cost to implement, flowcharts, plan of actions with milestones, taxonomies, briefs and charters required to successfully implement or reengineer a command, organizational, functional, or program process. Products delivered under the Processees umbrella will have less than a 5 percent error and correction rate when submitted to the Government. Deliverable dates will be determined by the Government as negotiated with the contractor and contractor will be required to deliver products at least within 98 percent of the expected delivery dates.

b. Documents - Plan Of Actions and Milestones (POA&M), Program Objective Memorandums (POM), Technical papers, white papers, web pages, spreadsheet, reports, databases, budget analysis, meeting minutes, agendas, work plan inputs, work plans, flowcharts, Technical reports, point papers, feedback assessment, etc. Products delivered under the Documents umbrella will have less than a 5 percent error and correction rate when submitted to the Government. Deliverable dates will be determined by the Government as negotiated with the contractor and contractor will be required to deliver products at least within 98 percent of the expected delivery dates.

c. Active Communications - Town Hall meetings, seminars, video teleconferences and broadcasts, webinars, staff meetings, routine interactions with COMFISCS OTS support staff at both COMFISCS San Diego and NAVSISA Mechanicsburg, PA., etc. will be included in performance of this contract. Attendance at meetings by a representative of the contractor team is mandatory when stated so by the Program Management Office (PMO) San Diego with a 99 percent attendance rate being acceptable. Flexibility of scheduling will be discussed and accommodated where needed, PMO makes the final determination.

7.2 COMFISCS Fleet Program Support

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The Navy Supply Systems Information Activity (NAVSISA) and Fleet Industrial Support Centers (FISCs) are examples of NAVSUP field activities that will be participating in the exchange of deliverables. All participants will be subject to the same deliverable acceptance process, which will be detailed in this section. Items such as system documentation, reports, and test results are examples of deliverables that the Contractor might provide to the Government for review and acceptance. Examples of Government deliverables are items such as review comments, marked-up documents returned to the Contractor, reference material, or other Government Furnished Information/Equipment (GFI/E). Deliverable Acceptance provides an opportunity for the receiving party to formally review a product and assess whether or not it conforms to specifications or will satisfy the requirements for its intended use. Some products are complete as is when delivered while others will be work product inputs into the creation of other deliverables or form part of the baseline for subsequent work to be performed. For example GFI such as test data would be a work product input to a testing process and a design specification would become part of the baseline. Aspects of the Deliverable Acceptance process are detailed in the remainder of this section.

Final inspection and acceptance of all deliverables shall be performed at the place of delivery. The government requires a period not to exceed 30 days after receipt of the final deliverable item(s) for inspection and acceptance or rejection. All deliverables must be submitted directly to the TPOC. The TPOC will monitor the contractor efforts to ensure technical suitability. If the deliverable does not meet the specified criteria, it will be returned by the government. After notification that the deliverable did not meet the acceptance criteria, the contractor shall re-submit the deliverable within 14 calendar days. Upon re-submission by the contractor, the government will reapply the same acceptance criteria. If the deliverable does not meet the acceptance criteria a second time the government might consider the Contractor as having deficient performance. The Contractor shall permit the Contracting Officer or designated representatives' access at any reasonable time to all records, data, and facilities used in the performance of contemplated services.

Measurement Factors for Deliverables.

Software product development	All products delivered by negotiated dates and products error free when delivered for testing.	A 2 pct. Error rate is maximum allowable condition for delivered software being tested and contractor must immediately correct error conditions	Greater than 2 pct error rate in software submitted for testing and greater than 2 submissions to test bed are unacceptable by the government.	Monitoring and hands on testing within the Test environment by OTS staff recording results.
Applications Software Documentation support (per	Contractor to provide User Guides, Technical/Systems	Upon review documentation is error free and depicts the	Upon review of documentation greater than 2 pct errors exist	Documentation is reviewed by the PMO and results are

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developed or modified OTS module)	support documentation for each module developed or modified as required by the PMO.	actual product being executed in production. Less than 2 pct errors are allowed on documentation submitted and must be corrected by contractor.	on submitted documentation and more than 2 submissions are needed to complete corrective action	maintained by the PMO.
Production Related Problem Analysis Support and corrective action and or recommendations	When identified to contractor, deficiencies in software code, problematic processes requiring contractor analysis and production module enhancements will be the contractor's responsibility to correct or develop solutions.	Take action as needed to perform analysis or recommend and act upon government approval any action that will improve the OTS applications environment or correct deficiencies employed of code.	Failure to correctly analyze and correct a deficiency within the system that is the result of the contractor's actions or erroneous analysis and/or implementation of problematic code in to production.	As viewed and analyzed by the PMO when or where a production application system failure or deficiency is evident.

a. Personnel authorized to submit or accept deliverables are designated below. While other personnel may physically deliver or receive deliverables and perform the reviews to determine acceptability, only designated personnel may authorize the submission of deliverables or approve/reject deliverables.

Government personnel authorized to submit or accept/reject deliverables are as follows:

Michael Zabarouskas, COMFISCS, OTS Program Manager
Eric Berry, NAVSISA, OTS Project Officer and Technical Agent
Richard Gonzales, COMFISCS, OTS Senior Analyst

It may be necessary to make additions or deletions to the list of personnel authorized to submit or accept deliverables. Notification of changes will be made in writing to the contracting officer as far in advance as possible. The contracting officer will issue a notification of the change to the then current list of personnel authorized to submit or accept/reject.

b. A signed Deliverable Submission/Acceptance Form will accompany deliverable submissions. Attachment 1 to the statement of work is a sample form with a brief explanation of the information to be

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entered on the form. Electronic copies of deliverables will also be provided via email and quarterly summarized versions of all deliverables will be provided via CD-Rom. The party submitting a deliverable will complete Sections 1 and 2 of the form. The preferred method is for the individual originating the form to submit it electronically as an attachment to an email rather than signing and submitting a hard copy of the form. This allows the form to be detached by the recipient (a person authorized to accept/reject deliverables) to complete Section 3 and return it to the originator as an email attachment. The Contractor shall provide a soft copy Deliverable Submission/Acceptance Form template to Government personnel that will be submitting deliverables and work products under the Deliverable Acceptance process.

- c. An individual authorized to accept/reject deliverables will need to complete Section 3 of the Deliverable Submission/Acceptance Form by acknowledging the acceptance of the deliverable, conditional acceptance of the deliverable, or rejecting the deliverable.

- d. Acceptance of a deliverable means that the deliverable conforms to specifications or will satisfy the requirements for its intended use and will be considered completed by the submitting party. Accepted deliverables may become part of the baseline for subsequent work or may be work product inputs for future tasks. As important as it is to complete the review and acceptance of deliverables in a timely manner so as not to impede schedules, it is equally important that a thorough review be done so as not to overlook critical aspects that could adversely affect subsequent deliverables. Additional work on or changes to accepted deliverables will be considered to be new deliverables and may affect scope, cost, and or schedule.

- e. Conditional acceptance means that the deliverable essentially conforms to specifications or will satisfy the requirements for its intended use but some non-critical changes may need to be made. The reason (s) for the conditional acceptance and actions that may be deemed necessary to make the deliverable acceptable must be detailed in the Comments block of Section 3 of the Deliverable Submission/Acceptance Form. This will form a basis for discussion and understanding between the two parties of the steps necessary to make the deliverable acceptable. In some instances the conditional acceptance may not require any corrective action but full acceptance may be contingent upon some future event. The actions necessary to attain acceptance should represent low risk because conditionally accepted deliverables may become part of the baseline for subsequent work or may be work product inputs for future tasks.

- f. Rejection of a deliverable means that it fails to conform to specifications or will not satisfy the requirements for its intended use. The reason(s) for rejection and actions necessary that may be deemed necessary to make the deliverable acceptable must be detailed in the Comments block of Section 3 of the Deliverable Submission/Acceptance Form. This will form a basis for discussion and understanding between the two parties of the steps necessary to make the deliverable acceptable.

- g. The Deliverable Submission/Acceptance Form will always reflect the date that the deliverable was submitted for acceptance as well as the number of business days to review and accept or reject the deliverable. A default of five business days will be used. Of course it may not be realistic to expect that all deliverables can be reviewed and accepted within five business days. Whenever possible the parties involved should agree upon those cases where more or less review time will be required for planned deliverables. This will allow these expected review durations to be used in project plans to more accurately project the start and completion dates of dependent activities. Circumstances may arise such that a review cannot be completed within the time agree to and reflected on the Deliverable

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Submission/Acceptance Form. In such cases an extension of the review period should be discussed and agreed to by the parties before the scheduled review completion date. If project milestone dates are to be met, deliverable reviews cannot be allowed to continue for indeterminate periods of time, therefore deliverables not reviewed within the specified review period will be considered accepted.

8.0 TRAVEL REQUIREMENTS

8.1 COMFISCS Management Support Services

Travel will be required, as approved in advance by COMFISCS, during the performance of this task order. All estimated travel will conform to the current Federal Travel Regulations (FTR). Travel expenses invoiced to the Government will be in accordance with the FTR: the Government will not reimburse expenditures that exceed the FTR.

8.2 COMFISCS Fleet Program Support

Contractor use of privately owned and company vehicles will be required to travel between various facilities as listed under places of performance and to other locations such as suppliers/vendors in the performance of the Contract. For estimating purposes, the following annual travel requirements are estimated:

6 trips to Mechanicsburg, PA from San Diego, CA
2 trip to Crane, IN from San Diego, CA

9.0 TRAVEL APPROVAL

The contractor shall be required to travel in and about the San Diego, CA area. At the direction of the TPOC or Alternate TPOC, the contractor may be required to support activities outside the San Diego area. The contractor shall inform the TPOC, in writing, of the estimated total travel costs prior to any travel outside the San Diego area. Such travel will require special approval of the contracting officer or his designee (COR).

10.0 CONTRACTOR PERFORMANCE STANDARDS

The contractor shall adhere to the following performance standards:

- a. Timeliness - deliver products within deadlines identified by requisite Navy ERP Program Office and/or COMFISCS functional and consolidated work plan(s).
- b. Quality - deliver factually accurate, properly formatted, complete, and IAW DOD and Navy Standards and policy.
- c. All deliverables must be delivered in standard Microsoft Office product files and other application programs approved by COMFISCS.

11.0 PLACE OF PERFORMANCE

11.1 COMFISCS Management Support Services

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Primary Place for Performance for this Contract is COMFISCS HQ located in San Diego, California. The contractor shall also perform this work at their facilities and at government facilities including COMFISCS HQ San Diego, and other sponsor (i.e. NAVSUP and FISCs locations) locations such as:

- a. Various NAVSUP and FISCs commands and detachments
- b. FISC Norfolk, VA

11.2 COMFISCS Fleet Program Support

The work will be performed off-site at the contractor facilities and additionally at (government) sites where contractor efforts may be required to include:

- a. COMFISCS, San Diego, CA
- b. NAVSISA facilities in Mechanicsburg, PA

12.0 PERIOD OF PERFORMANCE

One year from date of award and 1 option year.

13.0 PERSONNEL AND SECURITY REQUIREMENTS

Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release. Required access to Naval bases and facilities will be coordinated by the designated Contracting Officer's Representative.

14.0 CONTRACTING OFFICER'S REPRESENTATIVE DESIGNATION AND TECHNICAL POINT OF CONTACT

14.1 COMFISCS Management Support Services

The Contracting Officer's Representative (COR) and the Technical POC for this task is [REDACTED], COMFISCS Code 10, who may be reached at [REDACTED].

14.2 COMFISCS Fleet Program Support

The Contracting Officer's Representative (COR) for this task is [REDACTED], COMFISCS Code 42, who may be reached at [REDACTED]. The Technical POC is [REDACTED], NAVSISA Code 924, who may be reached at [REDACTED].

15.0 KEY PERSONNEL SUBSTITUTION

Key personnel must be identified by labor category and name. These individuals may not be substituted without prior written approval of the COR. The resumes of all assigned team members will be provided.

16.0 OTHER PERTINENT INFORMATION OR SPECIAL CONSIDERATIONS

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- a. Identification of possible follow-on work. The majority of tasks contained in this PBWS are recurring, therefore the requirement for this type of work will continue throughout the life of the OTS program.
- b. Identification of Potential Conflicts of Interest. The contractor shall certify that it will not respond or participate as a prime contractor, subcontractor, or team member for the purpose of competing in any program acquisitions that lead to provisioning of products within the operational environment of OTS.
- c. Identification of Non-Disclosure Requirements. The contractor shall execute nondisclosure agreements due to the acquisition sensitive program planning and funding data that will be maintained by the contractor.
- d. Automated Data and Document Tracking. The contractor shall provide a system to independently track program data and documents for access by the contractor and government personnel.

17.0 SECTION 508 DETERMINATION

One Touch Support complies with Section 508 Accessibility Standards (www.section508.gov) and all work completed under this agreement will meet 508 compliance requirements.

18.0 SUBCONTRACTING REQUIREMENTS

Key personnel must be identified by labor category and name. These individuals may not be substituted without prior written approval of the COR. The resumes of all assigned team members will be provided.

19.0 OTHER CONDITIONS/REQUIREMENTS

Work under the Contract shall be done during normal working hours, unless otherwise authorized by the Government.

20.0 ATTACHMENTS

- I. Deliverable submission/acceptance form
- II. DATA Item Description, DI-MISC-80508A Technical Report – Study Services, dated 7 November 2000

I. ATTACHMENT 1

Deliverable Submission/Acceptance Form

Section 1

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Project Name?	Name by which the project is generally referred to
Project Identification?	Applicable contract and or delivery order
Deliverable Originator?	Name and title of person submitting the deliverable
Signature?	(/s/ type name and return by email by the authorized person whose name appears in the "Deliverable Originator" block in lieu of hardcopy signature).
Date Submitted?	Date the deliverable was submitted
Delivered to ?	Name and title of person the delivery was made to
Review Period?	Number of business days to review and accept or reject the deliverable
Complete by Date?	End date of the review period
If neither acceptance nor rejection is provided to the originator by return of a signed copy of this form by the end of the review period, acceptance will be assumed.	

Section 2

<p><u>Deliverable Description</u></p> <p>Provide sufficient description of the contents of the deliverable</p>

Section 3

Accepted or Rejected by? Name and title of authorized person accepting/rejecting the deliverable	
Accepted? (Sign/date and delete or line through the other two choices)	
Signature? (/s/ type name and return by email by the authorized person whose name appears in the "Accepted or Rejected by" block in lieu of hardcopy signature).	Date?
Conditionally Accepted?	
Signature?	Date?
Rejected?	

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Signature ?	Date ?
Comments ? (Reason(s) for conditional acceptance or rejection and actions required for acceptance of the deliverable)	

ATTACHMENT II: DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,

Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed.

This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

(a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.

(b) Text shall be prepared on standard letter size paper (8 1/2" x 11").

(c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.

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(d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

(a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.

(b) Table of Contents

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiation's.

(d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

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SECTION D PACKAGING AND MARKING

SHIP TO INFORMATION:

See Section G - Task Order Manager

Packaging and Marking shall be in accordance with Section D of the SeaPort-e Multiple Award IDIQ contract.

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SECTION E INSPECTION AND ACCEPTANCE

E14S INSPECTION AND ACCEPTANCE OF SERVICES (AUG 2005)

Inspection and acceptance shall be performed in accordance with the basic contract.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

4000	7/21/2009 - 7/20/2010
4001	7/21/2009 - 7/20/2010
4002	7/21/2010 - 7/20/2011
4003	7/21/2010 - 7/20/2011
6000	7/21/2009 - 7/20/2010
6001	7/21/2010 - 7/20/2011

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager: [REDACTED]

COMFISC SD
937 N. Harbor Drive
San Diego, CA 92132
Email: [REDACTED]
[REDACTED]

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>Contracting Officer Notes</i>
WAWF Invoice Type	Cost Voucher	-- Select 2-in-1 for FFP Services Only. -- Select Combo for Supplies, or Supplies AND FFP Services. -- Select Cost Voucher for all Cost Type Contracts. If none of the above applies, please call 1-800-559-WAWF (9293).
Contract Number	N00178-05-D-4364	N00178-05-D-4364-(Enter Contract Number)
Delivery Order Number	NW01	-(Enter DO Number)
Issuing Office DODAAC	N00244	-(Enter DODAAC of the activity issuing the contract.)
Admin Office DODAAC	S2101A	-(Enter Contract Admin Office DODAAC)
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)		-(Enter Inspector DODAAC (plus extension if applicable, or leave blank))
Ship To DoDAAC (for Combo), Service Acceptor DODAAC (for 2 in 1), Service Approver DODAAC (Cost Voucher)	N40295	-(Enter DODAAC (plus extension if applicable))
Acceptance At Other		-(Enter Other Acceptance Address if different from above (plus extension if applicable))
Local Processing Office	N40295	-(Enter LPO DODAAC (Local Admin) (plus

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(Certifier)		<i>extension if applicable) or leave blank</i>
DCAA Office DODAAC (Used on Cost Voucher's only)	HAA661	- <i>(Enter DCAA Office DODAAC when Applicable)</i> - <i>Check on DCAA website: www.dcaa.mil/</i>
Paying Office DODAAC	HQ0338	- <i>(Enter Paying Office DODAAC Located on Contract)</i>
Acceptor/COR Email Address	N40295	- <i>(Enter the Acceptor Email address for this Contract if applicable)</i>

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice (s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
██████████	██████████	██████████	COR/TOM

SEAPORTE TASK ORDER ADMINISTRATION PLAN

In order to expedite the administration of this task order, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the task order award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications or information regarding the administration function assigned.

1. The Procuring Task order Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of task orders.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in task order terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302, except those areas otherwise designated as the responsibility of the Task ordering Officer's Representative (TOM) or someone else herein.
3. The Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of this task order prior to final payment to the contractor.
4. The paying office is responsible for making payment of proper invoices after acceptance is documented.
5. The Task Order Monitor (TOM) is responsible for interface with the contractor and performance of duties such as those setforth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the task order. In no event will any understanding, agreement, modification, change

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order, or other matter deviating from the terms of the basic task order between the contractor and any other person be effective or binding on the government. If in the opinion of the contractor, an effort outside the scope of the task order is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a task order change. The TOM duties are as follows:

a. Technical Interface

(1) The TOM is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of task order requirements; milestones to be met within the general terms of the task order or specific subtasks of the task order; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the task order. The TOM is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The TOM is prohibited from issuing any instruction which would constitute a task order change. The TOM shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Task order Surveillance

(1) The TOM shall monitor the contractor's performance and progress under the task order. In performing task order surveillance duties, the TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The TOM must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the task order. If the task order is directed to perform the task order services in a specific manner, the line is being crossed. In such a situation, the TOM's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the task order into one for personal services.

(2) The TOM shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the TOM is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When task order performance is taking place at a government location, the TOM shall also monitor contractor employees performing under the task order with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the task order. A record of such personal observations should be kept and compared with charges invoiced by the contractor for that task and time frame. This information can also be used as a tool in evaluating the contractor certificate of performance. It is essential that the TOM coordinate these efforts with the CAO designated in the task order.

(3) The TOM will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the TOM should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the TOM is responsible for monitoring the recovery and keeping the PCO advised of

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progress.

(4) The TOM shall maintain surveillance of the contractor's performance to determine if the percentage of work performed reasonably TOMresponds to the percentage of funds expended. This responsibility requires a thorough review of the contractor's progress reports. The TOM shall immediately report to the PCO any difficulties perceived in this area. The TOM is also responsible for providing the contractor with any written comments the PCO may make in response to the progress reports and/or personal observations of the TOM.

(5) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the task order you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible task order, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of task order performance. Subsequent CPARs covering any task order option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The TOM is responsible for quality assurance of services performed and acceptance of the services or deliverables. The TOM shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the TOM must take into consideration all documentary information available and any information developed from personal observations.

(2) The TOM must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The TOM may request DCAA to take a payment offset on questioned costs, when documentary evidence or personal observations do not support submitted invoices. The TOM shall notify DCAA when questioned costs have been resolved with the contractor. The TOM will ensure that DCAA conducts floor checks and/or timecard checks when actual monitoring is not feasible. The TOM will be cognizant of the invoicing procedures and the prompt payment due dates detailed elsewhere in the task order.

(3) The TOM will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The TOM shall work with the Contractor to obtain and execute a final voucher no more than 60 days after completion of task order performance. The TOM shall ensure that the voucher is clearly marked as a "Final Voucher."

d. Task order Modifications.

(1) The TOM is responsible for developing the statement of work for change orders, technical direction letters (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

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(2) Once the Task ordering Officer has requested and received the contractor's proposal the TOM shall review and evaluate the contractor's proposal and furnish comments and recommendations.

e. Administrative Duties

(1) The TOM is responsible for taking appropriate action on technical TOM response pertaining to the task order and for maintaining files on each task order. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The TOM shall maintain files on all TOM response relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the task order.

(3) The TOM must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the TOM will take the necessary steps to ensure that it is furnished in a timely fashion and in proper condition for use. The TOM will maintain adequate reTOMs to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The TOM is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The TOM is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Task order Completion Statement

(1) The TOM is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractor's performance. The report shall be submitted within 30 days prior to the exercise of any task order option and 60 days after task order completion. The report shall include a written statement that services were received in accordance with the Task order terms and that the task order is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor. For task orders where technical direction letters (TDLs) are issued, one consolidated report which addresses all actions under the task order may be submitted.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the task order you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of task order completion.

(3) The TOM is responsible for providing necessary assistance to the Task ordering Officer in performing Task order Close-out in accordance with FAR 4.804, Closeout of Task order Files.

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

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H11S ORGANIZATIONAL CONFLICT OF INTEREST - FAR 9.505-2, SPECIFICATION

(a) In accordance with FAR 9.505-2(a); whereas this task order provides for the Contractor to prepare complete specifications covering non developmental items to be used in competitive acquisitions, the Contractor agrees not to be a supplier to the Department of Defense, a subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems or their subsystems extends for a period of three years after the term of this task order.

(b) For the purpose of this clause, the term "Contractor" means the Contractor, its subsidiaries and affiliates, joint ventures involving the contractor, any entity with which the contractor may hereafter merge or affiliate, and any other successor of the Contractor.

(c) The Contractor shall, within 15 days after the effective date of this task order, provide a written certification to the Task Order Ordering Officer that all employees, agents and subcontractors involved in the performance of this task order have been informed of the provisions of this clause.

(d) Any subcontractor which performs any work relative to this task order shall be subject to this clause. The Contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(e) The prohibitions imposed by this clause may be waived by the Task Order Ordering Officer.

(f) In the event the Contractor, or any of its employees, agents or subcontractors fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of contract for which the Government reserves the right to terminate the contract for default and/or resort to such other rights and remedies as provided for under this contract and under the Federal law of contracts. Noncompliance with the provisions of this clause may also adversely affect the determination of contractor responsibility in future Government acquisitions.

(g) This clause applies to Statement of Work task(s):

H-355 CONTRACTOR IDENTIFICATION (DEC 1999)

(a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

NOTICE TO SUBMIT A SUBCONTRACTING PLAN FOR SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS CONCERNS

Notice is hereby given by the Contracting Officer that the contractor shall, in accordance with the provisions of FAR 52.219-9, submit a subcontracting plan for small business and small disadvantaged business concerns. This subcontracting plan shall be submitted no later than the date on which the contractor submits their proposal.

CONTRACTOR ACCESS TO (UNCLASSIFIED) INFORMATION SYSTEMS (SEP 2008) (NAVSUP)

Department of Navy (DON) policy prescribes that all unclassified data at rest that has not been approved for public release and is stored on mobile computing devices shall be treated as sensitive data and encrypted using

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commercially available encryption technology. A contractor employee, whose work involves access to sensitive unclassified information, warrants a judgment of trustworthiness. Therefore, each contractor employee will have a favorably completed National Agency Check with Written Inquiries (NACI) to ensure the contractor employee assigned to the command will have an investigation equivalent to the National Agency Check with Local Credit Checks (NACLC). This investigation must be current within 10 years.

DON will no longer permit the assignment of non-U.S. citizen contractor personnel to IT-II designated positions. Requests to waive the U.S. citizenship requirement for designated IT-II positions may be submitted through the command Security Manager to CNO (N09N2). IT position designations are incorporated in paragraph 5B-2 of SECNAV M-5510.30.

For contractor personnel who currently have a favorably adjudicated NACLC the Facility Security Officer (FSO) will use the visitor certification program in the Joint Personnel Adjudication System (JPAS) or a visit authorization request (VAR) to provide the individuals investigative information to the Security Manager of the command visited. The contractor will include the IT Position Category per SECNAV M-5510.30 for each person designated on a VAR. The VAR will be renewed annually or for the duration of the contract if less than one year.

The contractor FSO or security representative will ensure that individuals assigned to the command are US citizens and will ensure completion of the SF-85P. The SF-85P along with the original signed release statements and two applicant fingerprint cards (FD 258) will be forwarded to the command's security manager for receipt at least one week prior to reporting for duty. The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to the Office of Personnel Management (OPM) who will conduct the NACI investigation. All contract personnel will in-process with the Security Manager and Information Assurance Manager upon arrival to the Command and will out-process prior to their departure. The completed SF-85P will be reviewed by the security manager for completeness, accuracy and suitability after the questionnaire has been reviewed, the request will be forwarded to OPM. If there are eligibility issues the FSO will be advised that the contractor is unacceptable by the security manager. OPNAV Form 5239/14 the System Authorization Access Request Navy (SAAR-N) is required for all individuals accessing Navy Information Technology resources. The FSO will ensure that the SAAR-N is forwarded to the security manager for receipt at least one week prior to the start date for the individual.

Failure to provide the required SF-85P, signed release statements, fingerprint cards and the SAAR-N at least one week prior to the individuals report date will result in delaying the reporting date. Personnel can not be properly processed and provided system access prior to their reporting date without receiving the investigative paperwork one week prior.

Once the investigation is complete, the results are forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. The DONCAF determination will appear in JPAS as either "Favorable" or "No Determination Made." Decisions of no determination made indicate that significant derogatory information is present that prevents a favorable suitability determination. Please note that the determination of the DONCAF is final, there is no due process accommodation for positions of trust that decision is final. If the determination is "No Determination Made" the contractor employee will not be permitted to continue on the contract and will be removed immediately.

In order to maintain access to required systems, the contractor shall ensure completion of annual Information Assurance (IA) training, monitor expiration of requisite background investigations and initiate reinvestigations as required. (End of Clause)

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SECTION I CONTRACT CLAUSES

Note: All the provisions of SECTION I of the basic contract apply to this task order (unless otherwise specified in the task order) including the following:

52.204-7 Central Contractor Registration (Oct 2003)

52.215-9 Changes or Additiona to Make-or-Buy Program (Oct 1997)

52.216-8 Fixed Fee (Mar 1997)

52.222-19 Child Labor-Cooperation with Authorities and Remedies (Jan 2004)

52.223-5 Pollution Prevention and Right-to-Know Information (Aug 2003)

52.223-10 Wast Reduction Program (Aug 2000)

52.232-22 Limitation of Funds (Apr 1984)

252.223-7006 Prohibition on Storage and Disposal of Toxic and Hazardous Materials (Apr 1993)

252.231-7000 Supplemental Cost Principles (Dec 1991)

52.219-14 LIMITATIONS OF SUBCONTRACTING (DEC 1996)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor prior to expiration of the task order.

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 on or before the expiration of the task order. 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.

52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT (APR 1984)
AND VEGETATION

52.232-19 Availability of Funds for the Next Fiscal Year (Apr 1984)

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Funds are not presently available for performance under this contract beyond 26 July 2010. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 26 July 2010, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

52.232-20LIMITATION 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.

(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 paragraph (d)(2) of this clause, 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

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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. (End of clause)

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SECTION J LIST OF ATTACHMENTS

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