

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 02		3. EFFECTIVE DATE 08-Sep-2016	4. REQUISITION/PURCHASE REQ. NO. N4062816RC72006		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE		N00244	7. ADMINISTERED BY (If other than Item 6) CODE		S2404A SCD: C
NAVSUP FLC San Diego, Code 200 3985 Cummings Road San Diego CA 92136-4200 gloria.quintero@navy.mil 562-626-7074			DCMA Manassas 14501 George Carter Way, 2nd Floor Chantilly VA 20151		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) MDW Associates, LLC 6364 Lynwood Hill Road McLean VA 22101-2315		[X]	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7395-NW01
			10B. DATED (SEE ITEM 13) 01-Sep-2016
CAGE CODE 6PA69	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

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

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Caron L Rigali, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Caron L Rigali (Signature of Contracting Officer)	16C. DATE SIGNED 08-Sep-2016
(Signature of person authorized to sign)			

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to add funds in the amount of [REDACTED] for CLINs 8000 and 9000. 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:

800003:

From: AA 1761804 70BA 252 40628 0 068688 2D C10001 406286XCNPCQ

To: AA 1761804 70BA 252 40628 0 068688 2D C72006 406286NC2MBQ

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

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
800003	O&MN,N	0.00	[REDACTED]	[REDACTED]
800004	O&MN,N	0.00	[REDACTED]	[REDACTED]
900003	O&MN,N	0.00	[REDACTED]	[REDACTED]
900004	O&MN,N	0.00	[REDACTED]	[REDACTED]

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

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R425	Financial and Administrative Services in accordance with the Performance Work Statement provided in Section C. (O&MN,N)	12.0	MO		
800001	R425	(O&MN,N)				
800002	R425	(O&MN,N)				
800003	R425	(O&MN,N)				
800004	R425	(O&MN,N)				
8001	R425	Option Year 1 - Financial and Administrative Services in accordance with the Performance Work Statement provided in Section C. (O&MN,N) Option	12.0	MO		
8002	R425	Option Year 2 - Financial and Administrative Services in accordance with the Performance Work Statement provided in Section C. (O&MN,N) Option	12.0	MO		
8003	R425	Option Year 3 - Financial and Administrative Services in accordance with the Performance Work Statement provided in Section C. (O&MN,N) Option	12.0	MO		
8004	R425	Option Year 4 - Financial and Administrative Services in accordance with the Performance Work Statement provided in Section C. (O&MN,N) Option	12.0	MO		

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	ODC - Travel (O&MN,N)	1.0	LO	
900001	R425	(O&MN,N)			
900002	R425	(O&MN,N)			
900003	R425	(O&MN,N)			
900004	R425	(O&MN,N)			
9001	R425	Option Year 1 - ODC - Travel (O&MN,N)	1.0	LO	

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
		Option			
9002	R425	Option Year 2 - ODC - Travel (O&MN,N)	1.0	LO	
		Option			
9003	R425	Option Year 3 - ODC - Travel (O&MN,N)	1.0	LO	
		Option			
9004	R425	Option Year 4 - ODC - Travel (O&MN,N)	1.0	LO	
		Option			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement

Navy Munitions Command CONUS West Division Financial and Administrative Services

1. Scope:

The Navy Munitions Command CONUS West Division (NMC CWD) has a requirement for Financial and Administrative services within the Explosives Safety Office (ESO) and the Ordnance Support Office (OSO). Services are to be provided at Naval Weapons Station Seal Beach and Naval Air Weapons Station China Lake. The Performance Work Statement (PWS) describes the financial and administrative services that are required to support the NMC CWD mission of Fleet Ordnance Support.

1.1 This task order includes the following services for two different locations.

1.1.1 NMC CWD, Seal Beach, California in accordance with PWS 2.1 and 2.2.

1.1.2 NMC CWD Explosives Safety Division, China Lake, California in accordance with PWS 2.3.

1.2 Project Objective and Background:

1.2.1 Objective:

The objective of this task order is to provide NMC CWD with the deliverables necessary to complete its mission and the work requirements outlined in this PWS. NMC CWD serves the Fleet and other customers in the management of ordnance. NMC CWD exercises command and control responsibility over Units/Detachments Seal Beach and Fallbrook Annex, China Lake, Pt. Loma, Indian Island, North Island and San Clemente Island Annex, Whidbey Island, El Centro, Fallon, Lemoore, and Pt. Mugu.

2.0 Specific Tasks Requirements:

The specific requirement of this task order is to provide service and the resources necessary to meet the task requirements outlined below 100% of the time.

2.1 **CLIN 0001**

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Task Order Description: Financial and Administrative Service to NMC CWD, Seal Beach, California

Place of Performance: Bldg. 110, Naval Weapons Station, Seal Beach

2.1.1 Reimbursable Programs Services (daily) – Financial Services. On average, NMC CWD receives 119 incoming funding documents and processes 38 outgoing funding documents per year supporting reimbursable work centers. On average, there are 566 Job Order Numbers (JONS) for reimbursable work centers.

2.1.1.1 Contractor shall process incoming and outgoing reimbursable documents. Create e-file for each document. Receive input from work centers regarding JONS and funding authorizations; load reimbursable labor / non-labor JONS and funding authorizations into Authorization Change Request (ACR) database and Standard Accounting and Reporting System-Field Level (STARS-FL) or Standard Accounting Budgeting and Reporting System (SABRS). Generate reports in STARS-FL / SABRS relating to reimbursable programs and distribute.

Deliverable: Funding documents accurately and expeditiously processed. JONS and authorizations established in ACR and STARS-FL / SABRS.

2.1.1.2 Daily (typically, but no longer than weekly), identify, review, and clear suspense transactions and “problem” funding documents. Compile and distribute reimbursable status of funds report (Microsoft Excel Spreadsheet) bi-weekly.

Deliverable: Bi-weekly distribution of reimbursable status of funds report.

2.1.1.3 Perform pay period-end, month-end, and fiscal year-end reconciliation of authorized funds, obligations, and expenditures financial transactions in FASTDATA and STARS-FL or SABRS systems; monitor and provide summary of suspense transactions bi-weekly. Conduct review and provide summary of commitments, obligations, expenditures, and reimbursements for current fiscal year on a bi-weekly basis. Run queries from FASTDATA and STARS-FL / SABRS and generate reports for distribution.

Deliverable: Accounting data is reconciled. Suspense transactions are reviewed bi-weekly and recommended changes provided to Financial Branch Head.

2.1.1.4 Contractor shall receive input from customer work centers identifying fiscal year carry over requirements regarding reimbursable funding documents. Review prior year residual accounting; create, compile, maintain and update financial database and spreadsheets including budget and reimbursable reports.

Deliverable: Funding documents carried over to following fiscal year or closed out. JONS and authorizations established for the fiscal year. Provide reports to Financial Branch Head.

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2.1.2 Mission Program Services (daily) - Financial Services

2.1.2.1 Defense Travel System (DTS). On average, 516 travel transactions occur per year. Establish/maintain/revise document routing based on the organization and type of action. Perform administrative setup and maintenance actions. Establish user/traveler accounts. Build lines of accounting and/or assign JONs. Provide reports from DTS, including the delinquent voucher report, monthly execution report, and categorization of travel type report.

Deliverable: Distribution of delinquent voucher, monthly execution, and travel categorization reports on a monthly basis.

2.1.2.2 On average, there are 860 mission labor/non-labor JONS. Contractor shall review current labor JONS in STARS-FL / SABRS and establish and input changes; maintain labor dictionary; develop and maintain master JON spreadsheet for all activities.

Deliverable: JONS input accurately into STARS-FL / SABRS bi-weekly. Master JON spreadsheet is complete and accurate.

2.1.2.3 On average, there are 30 FASTDATA users and 860 mission JONS. Contractor shall provide user accounts / access in FASTDATA. Maintain list of users. Build and maintain financial structure based upon NMC CWD established guidelines.

Deliverable: FASTDATA accounts are created. Accurate user list and financial structure.

2.1.2.4 On average, there are 350 labor records. Contractor shall conduct weekly analysis of labor requirements and variances; examine execution through financial system and provide execution reports. Download files from Defense Civilian Pay System (DCPS) into the Budget Builder labor database and provide weekly and quarterly reports. Balance Work Year Personnel Cost (WYPC) monthly. Monitor and adjust labor acceleration rates in STARS-FL / SABRS, bi-weekly.

Deliverable: Reports provided to Financial Branch Head bi-weekly.

2.1.2.5 Contractor shall conduct review and clear commitments, obligations, expenditures, and reimbursements for current and prior fiscal years on an ongoing basis. Perform reconciliation of financial transactions in FASTDATA and STARS-FL / SABRS systems; monitor and clear suspense transactions in FASTDATA and STARS-FL / SABRS. Perform month-end and fiscal year-end reconciliation of authorized funds, obligations, and expenditures. Run queries from FASTDATA and STARS-FL / SABRS and generate reports for distribution.

Deliverable: Differences between FASTDATA and STARS-FL / SABRS are identified to Financial Branch Head. Email distribution of queries and reports monthly.

2.1.2.6 **Travel Required:** It is envisioned that travel may be required for the Seal Beach based task for provision of financial training on DTS, FASTDATA, STARS-FL, or SABRS at various

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sites within the NMC CWD area of responsibility. Travel is estimated to be up to 8 trips per year: one trip to Detachment Indian Island and Detachment Whidbey Island (visiting both sites during one trip to the Northwest), duration 3 days / 2 nights; one trip each to Detachment China Lake, Detachment El Centro, Detachment Lemoore, and Detachment Fallon, duration two days and one night per location; Detachment North Island, Detachment Pt Loma, and Detachment Pt Mugu, duration one day (drive to location and return during same workday).

2.1.3 CONUS West Division Staff Services (daily) - Administrative Services.

The contractor shall provide service to the NMC CWD Ordnance Support Office (OSO) staff. Contractor interaction will include, but not limited to, representatives from COMPACFLT, Naval Weapons Station Seal Beach, and Unit / Detachment Leadership.

2.1.3.1 Word document editing. Review official correspondence in accordance with SECNAVINST 5216.5 using Microsoft Word. Provide recommended changes to Staff personnel. Prepare and route for signature by Commanding Officer (CO) per CWD correspondence template.

Deliverable: Review/prepare approximately 10 documents per week (avg. 4 pages per document).

2.1.3.2 Prepare weekly staff meeting brief. Using Microsoft PowerPoint presentation, compile data from ten (10) division staff personnel and combine into staff meeting format for Monday staff meetings.

Deliverable: Compile staff meeting brief weekly and provide to OSO Division Head.

2.1.3.3 Provide correspondence control. Maintain document files IAW SECNAVINST 5210.11D for outgoing and incoming correspondence.

Deliverable: File 20 documents per week.

2.1.3.4 Monthly Situation Summary (SITSUM) Report. Consolidate input from ten (10) CWD detachments and Ordnance Support Office to create monthly SITSUM report. Review for grammar and punctuation.

Deliverable: Consolidated SITSUM report provided monthly to CO, Executive Director (ED), Executive Officer (XO) and OSO Division Head.

2.1.3.5 Input travel requests into DTS for review/approval by CWD travel authorizing official. Use DTS Travel Order Guide. For local travel in a government vehicle that is not over night prepare No Cost Orders.

Deliverable: Input approximately five (5) travel requests per month for CWD travel authorizing official approval. Prepare approximately four (4) No Cost Orders per month.

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2.1.3.6 Prepare and process training request forms, input into automated electronic format. Update training records for completed training in Defense Civilian Personnel Data System (DCPDS).

Deliverable: Input approximately 10 training records per month.

2.1.3.7 Update NMC CWD Admin SharePoint site. Update instruction section on the portal. Post approximately 40 administrative documents and Command instructions on SharePoint.

Deliverable: Admin section of CWD SharePoint portal is updated weekly with latest signed notices and instructions.

2.1.3.8 Compile the quarterly NMC CWD command newsletter. Collect input from 5 division staff personnel and 10 detachments. Compile input using Microsoft Word to create newsletter.

Deliverable: Consolidated NMC CWD command newsletter provided quarterly to ED, XO and OSO Head.

2.1.3.9 Compile Phone directory. Update NMC CWD phone directory with new Detachment Officer in Charge (OICs) and staff members.

Deliverable: Phone directory updated and distributed monthly.

2.1.3.10 Update the NMC CWD Action Tasker. Collect input and status from 25 division staff personnel. Compile input using established Microsoft Excel template.

Deliverable: NMC CWD Action Tasker updated weekly with new and completed actions. Document is provided to CWD ED/XO weekly.

2.1.3.11 Phone Answering. Contractor shall answer, transfer, and take messages for incoming calls. Update Division schedules and calendars based on requests received. Update conference room schedule.

Deliverable: Receive and transfer approximately 40 phone calls per day. Schedules updated based on phone call inputs.

2.1.3.12 Key-Box Control. Contractor shall monitor and secure NMC CWD key-box which houses original and backup keys for supply areas, conference rooms, offices, closets, etc. within Bldg. 110. Contractor shall provide authorized personnel keys upon request. These keys are only for a short duration and must be returned by the end of business day unless authorized by the NMC CWD Key Custodian.

Deliverable: Provide keys to authorized personnel approximately 7 times a week. Secure key-box daily at end of business day.

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2.1.3.13 Supply Storeroom . Contractor shall monitor, issue, and secure items maintained in OSO storeroom. Contractor shall monitor status of supplies and email purchase request to Gov't purchase card holder when items are needed. Contractor shall issue supplies as needed to authorized OSO personnel. Contractor shall secure room after each use. Maintain storeroom cleanliness and implement effective storage discipline.

Deliverable: Monitor storeroom security 2 times daily. Issue supply items approximately 4 times weekly.

2.1.3.14 Multi-Function Devices (MFD). Contractor shall place calls as needed to MFD vendor(s) for supplies, services, and maintenance. MFD lease provides for all supplies (toner and staples), service, and maintenance at no additional cost. Monitor consumable supply usage to ensure replacements are on-hand to prevent work stoppage. MFD contact information is posted on each MFD.

Deliverable: Place calls to vendor for service or supplies approximately 4 times monthly. MFD supplies are on-hand and available 95% of the time.

2.1.3.15 Conference Room. Contractor shall maintain keys and schedules for conference rooms. Contractor shall schedule conference room on an electronic calendar, maintain conference room agenda, and provide keys to authorized personnel. De-conflict competing requirements.

Deliverable: Schedule conference rooms as needed approximately 12 times a week.

2.1.3.16 NMC CWD Visitors. Contractor shall greet visitors to NMC CWD Bldg. 110. Provide notification of visitor arrival to Gov't point of contact. Escort visitor to appropriate office or conference room.

Deliverable: Visitors are promptly greeted, approximately 6 times a week.

2.1.3.17 Backup Services for Explosives Safety Administrative Services (Seal Beach). Contractor shall provide backup services for the Administrative services provided to Explosives Safety Seal Beach (CLIN 0002) during periods of annual or sick leave.

2.2 CLIN 0002

Task Order Description –: NMC CWD Explosives Safety Program Support Office, Seal Beach, California - **Administrative Service**

Place of Performance: Bldg.110, Naval Weapons Station Seal Beach

The contractor shall provide daily services to the NMC CWD Explosives Safety Program Support staff in Seal Beach. Contractor interaction will include, but not limited to, representatives from COMPACFLT, Naval Weapons Station Seal Beach, and Unit / Detachment Leadership.

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Travel Required: It is envisioned that travel will be required for the Seal Beach based task to provide services during Ammunition and Hazardous Materials Handling (AMHAZ) Review Boards and/or Explosives Safety Reviews. Travel per year is envisioned to be approximately 4 trips, consisting of one (1) three-day/two-night trip to each of the following sites: NAVMAG Indian Island, NAWS China Lake, NAVBASE San Diego, and NAS Fallon.

2.2.1 Word document editing. Review official correspondence in accordance with SECNAVINST 5216.5 using Microsoft Word. Provide recommended formatting/grammar changes to NMC CWD Explosives Safety Staff. Prepare and route documents to NMC CWD Explosives Safety Director in accordance with NMC CWD templates.

Deliverable: Review/prepare approximately 5 documents per week (avg. 6 pages per document).

2.2.2 Prepare weekly staff meeting briefs. Using Microsoft PowerPoint presentation, compile data from 14 Explosives Safety (ES) staff personnel and combine into staff meeting format for Monday staff meetings.

Deliverable: Compile staff meeting brief weekly and provide to ES Division Head.

2.2.3 Contractor shall provide update of the NMC CWD ES SharePoint site. Upload instructions, reports, correspondence, inspections, briefs, presentations, training, weekly/biweekly /monthly reporting, event trackers, calendars, and SharePoint notification and announcements.

Deliverable: Post approximately 30 documents per week on CWD ES SharePoint portal. SharePoint libraries and lists updated daily and update notifications provided to ES staff.

2.2.4 Provide correspondence control. Maintain document files IAW SECNAVINST 5210.11D for outgoing and incoming correspondence.

Deliverable: File 15 documents per week.

2.2.5 Input travel requests into DTS for review/approval by CWD ES travel authorizing official. Use DTS Travel Order Guide. For local travel in a government vehicle that is not overnight, prepare No Cost Orders.

Deliverable: Input 2 documents on average per week.

2.2.6 Contractor shall compile and update the NMC CWD ES phone directory with contact information on a monthly basis. Contractor shall coordinate the collection and submittal of contact information for the NMC CWD phone directory to the NMC CWD Ordnance Support Office on a monthly basis.

Deliverable: Phone directory updated and provided to staff monthly.

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2.2.7 Prepare and process training request forms, input into automated electronic format. Update training records for completed training in DCPDS. Secure training quotas from web portals (e.g. DAC and NAVOSHTRACEN). Update and maintain SharePoint and MS Outlook training Calendars. Update personnel folders.

Deliverable: Process on average 14 actions per month.

2.2.8 Contractor shall assist the Explosives Safety personnel with maintaining ESAT database. Contractor shall collect data from Explosives Safety personnel, input and/or update data, conduct quality check of data input, compile/generate reports, and upload to automated systems.

Deliverable: Process on average 20 actions per week. Reports provided to China Lake Explosives Safety staff.

2.2.9 Contractor shall maintain the NMC CWD Explosives Safety technical documentation and reference library. Contractor shall collect, distribute, organize, and upload documents/references to automated systems. Documentation includes directives, instructions, procedures, references manuals, site approvals and related materials.

Deliverable: Process on average 6 actions per week. Ensure latest versions of documentation on posted in the library and/or automated system.

2.2.10 Phone Answering. Answer, transfer, and take messages for incoming calls. Update NMC CWD Explosives Safety schedules and calendars based on requests received.

Deliverable: Receive and transfer approximately 20 phone calls per day. Schedules updated based on phone call inputs.

2.2.11 Contractor shall collect and compile input from ES personnel and use Microsoft Office (PowerPoint, Word, and/or Excel) to develop Explosives Safety Readiness, Safety Stand down, Explosives Safety Internal Review, Ammunition and Hazardous Material (AMHAZ) Handling Review Boards, Department of Defense Explosives Safety Board (DDESB), Naval Audit Service (NAS), Event Waivers, and Training reports.

Deliverable: Process on average 15 actions per month and provide to NMC CWD ES Directors office.

2.2.12 Contractor shall coordinate, schedule, assist with lodging, and provide directions for meetings, telephone conferences, interviews, and Biennial Explosives Safety Workshop. Contractor shall collect and upload briefs, prepare and maintain agenda, minutes, and schedules.

Deliverable: Process on average 4 actions per week.

2.2.13 Contractor shall collect, file and maintain time keeping records (time sheets and leave

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requests).

Deliverable: Process on average 8 documents per week.

2.2.14 Visitors. Contractor shall greet visitors. Provide notification of visitor arrival to the Government point of contact. Escort visitor to appropriate office or conference room.

Deliverable: Visitors are promptly greeted, approximately 4 times per week.

2.2.15 Backup Services for NMC CWD Administrative Services (Seal Beach). Contractor shall provide backup services for the Administrative services provided to NMC CWD (CLIN 0001) during periods of annual or sick leave.

2.3 CLIN 0003

Task Order Description – NMC CWD Explosives Safety, China Lake, California - Administrative Service

Place of Performance: Bldg. 467, Naval Air Weapons Station, China Lake

The contractor shall provide daily Administrative Assistant services to the NMC CWD Explosives Safety (ES) staff at China Lake.

2.3.1 Word document editing. Review official correspondence in accordance with SECNAVINST 5216.5 using Microsoft Word. Provide recommended changes to Staff personnel. Prepare and route for signature by CO per CWD correspondence template.

Deliverable: Review/prepare approximately 3 documents per week (avg. 4 pages per document).

2.3.2 Provide correspondence control. Maintain document files IAW SECNAVINST 5210.11D for outgoing and incoming correspondence.

Deliverable: File on average 5 documents per week.

2.3.3 Using Microsoft PowerPoint and Excel, contractor shall collect information from Explosives Safety personnel and prepare presentations and briefing materials. Contractor shall distribute, update, organize and upload to SharePoint portal, shared NMCI public folder, and automated systems.

Deliverable: Develop and file 10 actions per month, on average.

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2.3.4 Phone Answering. Answer, transfer, and take messages for incoming calls. Update NMC CWD China Lake Explosives Safety schedules based on requests received. Secure and schedule the use of conference/training rooms.

Deliverable: Receive and transfer approximately 20 phone calls per day. Schedule conference/training rooms approximately once per week.

2.3.5 Visitors. Contractor shall greet visitors. Provide notification of visitor arrival to the Government point of contact. Escort visitor to appropriate office or conference room.

Deliverable: Visitors are promptly greeted, approximately 6 times per week.

2.3.6 Input travel requests into DTS for review/approval by CWD ES travel authorizing official. Use DTS Travel Order Guide. For local travel in a government vehicle that is not over night, prepare No Cost Orders.

Deliverable: Input 3 requests on average per month.

2.3.7 Contractor shall maintain the NMC CWD China Lake Explosives Safety databases (ESSV6, EES, Inert ordnance, SOP and Qualification and Certification, Site Approval). Contractor shall conduct data input and review of data as a quality check, compilation/generation of reports, and upload to automated systems.

Deliverable: Process on average 6 actions per week. Reports provided to China Lake Explosives Safety staff.

2.3.8 Contractor shall maintain the NMC CWD China Lake Explosives Safety ESAT database. Contractor shall collect data from Explosives Safety personnel, input and/or update data, conduct quality check of data input, compile/generate reports, and upload to automated systems.

Deliverable: Process on average 6 actions per week. Reports provided to China Lake Explosives Safety staff.

2.3.9 Contractor shall maintain the NMC CWD Explosives Safety technical documentation and reference library. Contractor shall collect, distribute, organize, and upload documents/references to automated systems. Documentation includes directives, instructions, procedures, references manuals, site approvals and related materials.

Deliverable: Process on average 6 actions per week. Ensure latest versions of documentation on posted in the library and/or automated system.

3.0 Quality Assurance Surveillance Plan (QASP)

The offerors are required to prepare and submit quality assurance surveillance plan (QASP) as part

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of your Technical Proposal, which will be part of the Government's best value determination. This QASP will be used by the Government as a method of assessing the contractor's performance during the life of the awarded task order and may be modified as necessary to meet changing conditions.

Schedule	Deliverable	Acceptance Criteria	Method of Surveillance
On-going	2.1.1 Reimbursable Programs Services	> 95% of deliverables submitted timely and without rework required.	Government review of deliverables. Government review of services and performance through customer input.
On-going	2.1.2 Mission Program Services	> 95% of deliverables submitted timely and without rework required.	Government review of deliverables. Government review of services and performance through customer input.
On-going	2.1.3 CONUS West Division Staff Services	> 95% of deliverables submitted timely and without rework required.	Government review of deliverables. Government review of services and performance through customer input.
On-going	2.2 Services to NMC CWD Explosives Safety, Seal Beach, California	>95% of the deliverables associated with the task are thorough, timely, and accurate.	Government review of deliverables. Government review of services and performance through customer input.
On-going	2.3 Administrative services to NMC CWD Explosives Safety, China Lake, California	>95% of the deliverables associated with the	Government review of deliverables. Government review of services and

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		task are thorough, timely, and accurate.	performance through customer input.
30 days after award	Quality Assurance Plan (QAP)	Deliverable of the QAP will describe how the contractor will meet all QASP requirements	Government review of deliverable.
15 th calendar day of every month	Monthly Financial Summary and Monthly Status Report	Deliverables must be complete, accurate, current, and timely. 100% of the deliverables are timely and accurate.	Government review of performance through customer input. Government review of deliverables.

4.0 Government Furnished Items and Services:

4.1 Facilities, Supplies and Services:

The Government shall furnish workspace, chair, furnishings, normal office supplies, document reproduction, telephone and fax services, computer and network resources, and reference material necessary to accomplish this task order. The Government will also make available relevant standards, functional statements, technical manuals, computer systems guides, regulations, instructions, and operational procedures.

The contractor shall be responsible for safeguarding all Government information, equipment, and property provided for contractor use.

5.0 Contractor Furnished Items and Services:

5.1 Technical Services, Hardware, Supplies:

The contractor shall comply with and provide the technical services necessary to accomplish the requirements of the task order. The contractor will be required to provide a contractor identification badge which is to be worn at all times while on Government property. The contractor will be required to provide a contractor desk plate with employee and company name. There is currently no requirement for contractor furnished hardware. All Government Property furnished by the

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Government under this task order shall be returned to NMC CWD at the completion of the task order.

5.2 Monthly Financial Summary:

The contractor shall provide a monthly billing (for the work done in the previous month) by the 15th calendar day of the month itemized by employee name, skill category, number of regular hours worked, number of leave hours taken, and number of overtime hours worked. Overtime is not envisioned as a base requirement of this task order, but is included as a requirement on the financial summary in the event it is required. Any other direct charges (i.e. travel and per diem expenses) will also be included on the monthly billing as applicable. The billing shall show labor hours and related costs for the current period, the task order to date, the total amount negotiated for the task order, and the amount remaining on the task order. Other Direct Costs (ODCs) shall be reported similarly. This allows for efficient and accurate tracking to task order financials over the full course of the effort, and provides effective insight into declining funds availability so the government can budget in a timely manner.

Invoices for services rendered under this Contract shall be submitted electronically through iRAPT (Invoicing, Receipt, Acceptance, and Property Transfers)/Wide Area Work Flow –Receipt and Acceptance (WAWF).

5.3 Monthly Status Report:

The contractor shall provide a monthly status report by the 15th calendar day of each month which provides a brief summary of accomplishments made during the reporting period, the deliverables that were submitted, and the progress of deliverable products pending submission, and any current or anticipated problems. These reports shall be of sufficient detail to document accomplishments. In addition, the contractor shall provide weekly timesheets for the period of the monthly status report for all personnel. Timesheets will be used to reconcile the monthly billing.

5.4 Liability Insurance:

Prior to the commencement of work under this SOW, the Contractor shall furnish to the Contracting Officer a Certificate of Insurance or policy setting forth the Contractor's insurance coverage during the period of contract performance with the minimum or higher amounts of liability coverage specified below:

The insurance certificate or policy shall also contain an endorsement or statement that during the period of performance the insurer will not cancel or make any material change to the insured's terms of insurance that would affect any obligations owed to the Government or cause the Government to incur any expense.

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The foregoing terms apply equally to sub-contractors undertaking tasks pursuant to this SOW. The contractor shall ensure that its sub-contractors furnish a Certificate of Insurance containing the same liability coverage and coverage amounts for the duration of contract performance. This information will be provided to the Contracting Officer for review and approval prior to the Contractor's undertaking of any tasks in this SOW.

5.5 Insurance - Work on a Government Installation:

The following types of insurance are required in accordance with the clause entitled, Insurance - Work On A Government Installation (FAR 52.228-5), and shall be maintained in the minimum amounts shown:

(1) Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

6.0 Other Information:

6.1 Clearances and Licensing:

The contractor shall conduct background checks for any new employees prior to their starting on the task order. Contractor personnel shall be eligible for security clearances.

The contractor shall certify to the Contracting Officer (KO), or representative, that it has reviewed the accepted project specifics and all other referenced security plans with each employee and subcontractor's employee prior to these employees engaging in field activities. The contractor shall take immediate precautions or actions such as the KO or authorized representative (i.e. the client representative) may require for security compromises and prevention of the same.

Contractor shall be in compliance with the Homeland Security Presidential Directive (HSPD) 12. The primary objectives of HSPD 12 are to establish a process to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and Contractors.

The contractor shall be responsible for safeguarding all Government information, equipment, and property provided for contractor use.

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6.2 Privacy Act:

Work on this project may require contractor personnel to have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations. Contract employees whose work requires access to proprietary information will be required to sign a Non-Disclosure Form. Contractor shall submit a completed "Conflict of Interest and Non-Disclosure Statement" form for every employee and appropriate corporate officer on behalf of the corporation. Further details are provided in Section 8.0, Organizational Conflict of Interest.

6.3 Personnel:

All contractor employees must be U.S. citizens. In addition, contractor personnel working on this task order shall be fluent in the English language as exemplified in their written and verbal skills.

The Government Representative reserves the right to review and approve the qualifications of the key personnel assigned to this effort. The Contractor shall notify the Government Representative or authorized representative of significant personnel changes along with the steps the Contractor is taking to ensure impacts to the completion of work are minimized. The Contractor shall notify the Government Representative in writing of any proposed changes to key personnel at least ten (10) working days prior to need for a replacement. Individuals designated as key personnel will be committed to the project for its duration and cannot be substituted or replaced without the written agreement of the Government Representative. Key personnel must have current knowledge of relevant procedures and practices.

6.4 Government Installation Work Schedule:

Contractor personnel are expected to conform to client agency normal business hours, day shift, and between the hours of 0730 to 1730. Actual hours of work will be agreed upon at task order start up by KO or COR. The Government is expecting the regular work day to be 8 hours per day.

Contractor shall be responsible for any overtime, premium pay, and any adjustments to fringe benefits as a result of performing tasks in excess of 8 hours per day and/or 40 hours per week in accordance with Federal and California Labor Laws and Regulations. Contractor understands and agrees that it will only be reimbursed straight-time regardless of hours worked. If it is determined that the contractor owes additional funds to its employees, the contractor agrees to hold the Department of Navy, its employees and agents, harmless for any time worked in excess of 8 hours per day and/or 40 hours per week and/or outside normal business hours as set forth in this contract.

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In the event of a Government furlough, contractor work and tasking will be reduced commensurate with the terms of the furlough. It is envisioned that the Gov't COR will provide email notification to contractor management regarding the specific information regarding a furlough.

Federal law (5 U.S.C. 6103) establishes public holidays. A listing of holidays can be found on the Office of Personnel Management web site (www.opm.gov).

Leave:

The Government requires advance notification of scheduled leave. Contractor task manager will contact and coordinate leave requests with Government representative to ensure leave does not conflict with workload requirements. The Government prefers to have 3 to 5 days advance notice for short duration leave (e.g. 1 or 2 days) and 2-3 months advance notice for leave of 40 or more hours in duration.

Contract employee or Contractor task manager will provide notification of unscheduled leave (e.g. sick leave) as soon as possible either by telephone or email to Government representative. This notification is required in order to ensure accountability of all military, civilian, and contractor personnel at the work center in case of an emergency or natural disaster.

Passes and Badges:

All contractor employees shall obtain the required employee badges. The Government will issue badges without charge. When an employee leaves the contractor's service, the employee's Government pass and badge shall be returned on the last work day. Contractor personnel shall carry company employment identification with them at all times. All contractor personnel will be required to wear a Contractor identification badge at all times while on Government property. Subcontractor employees must register with Security. They will be issued a temporary Government badge and must be escorted by a contractor employee with a permanent badge at all times.

6.5 Written Acceptance/Rejections by the Government:

The Government will provide written notification of acceptance or rejection of all deliverables, both draft and final. All rejections will include the specific reason(s) for rejection.

- a. The Government will provide written acceptance, comments, and/or change requests, if any, within fifteen (15) working days from receipt by the Government, of all required Contract deliverables; and
- b. Upon receipt of the Government comments, the Contractor shall have fifteen (15) working days to revise and resubmit the Contract deliverable(s) if it is not a "draft" deliverable. If it is a

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“draft” deliverable, the Contractor shall revise and re-submit the draft deliverable no later than the date specified for the next scheduled submission of the deliverable(s). See FAR Part 46.4 and 46.5.

6.6 Place of Performance: See individual task descriptions.

6.7 Period of Performance:

The period of performance shall be for a 1 year base period plus four 1 year option periods. It is the responsibility of the contractor to notify the Government within 30 business days of funds being exhausted.

6.8 Travel:

As noted in the individual task descriptions. For all trips, the point of departure will be the regular worksite, unless otherwise directed by the Client Representative or designee.

Travel for all on-site Contractor personnel and direct reimbursements will be in accordance with the Joint Travel Regulations (JTR). All trips will need to be approved by COR in writing via either memorandum or e-mail prior to the commencement of the travel.

6.9 Points of Contact:

Nancy Bardwell (COR)

Navy Munitions Command CONUS West Division

Naval Weapons Station Seal Beach

Phone: (562) 626-7811

Fax: (562) 626-7212

E-mail: nancy.bardwell@navy.mil

Scott Spohr (alternate COR)

Navy Munitions Command CONUS West Division

Naval Weapons Station Seal Beach

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Phone: (562) 626-7189

Fax: (562) 626-7212

E-mail: scott.spohr@navy.mil

6.10 Personal Services:

The Client has determined that use of this contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract".

6.11 Intellectual Property:

This task order is funded by the United States Government. All intellectual property generated and/or delivered pursuant to this Performance-Based Statement of Work will be subject to appropriate federal acquisition regulations which entitle the Government to unlimited license rights in technical data and computer software developed exclusively with government funds, a nonexclusive "paid-up" license to practice any patentable invention or discovery made during the performance of the contract, and a "paid-up" nonexclusive and irrevocable worldwide license to reproduce all works (including technical and scientific articles) produced during the contract.

6.12 Section 508:

All Electronic and Information Technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.accessboard.gov/508.htm>.

6.13 Anti-Deficiency Clause:

In accordance with Federal Acquisition Regulation (FAR 32-702) regarding the Government Policy on contract funding and 31 USC 1341 Anti-Deficiency Act: should the contractor work at risk without an official notification from the ITM to continue, the contractor may not be compensated for the value of work performed while funding had been exceeded.

6.14 Wage Determination:

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In accordance with Title 29, of the Code of Federal Regulations Labor Standards for Federal Service Contracts, it is considered that the Service Contract Act (SCA) applies.

The contractor is put on notice that regardless of the rate proposed for billing purposes and payment purposes, the contractor is required by the Department of Labor during contract performance to pay non-exempt employees at least the applicable wage determination rate for the specific area(s), if a specific wage determination(s) exist. If none exists, the contractor must pay the non-exempt employees at least the salary portion of the applicable rate dictated by the DOL. In addition, the contractor will be held to the legal guidelines set by the SCA regarding fringe benefits, safe and sanitary working conditions, and notification to employees of minimum compensation allowed, and equivalent federal employee classification wage rates.

6.15 Safety:

Occupational Safety and Health Program (OS&H Program):

The contractor providing personnel on a Navy installation is responsible for the Occupational Safety and Health (OS&H) of their employees. Contractor(s) shall develop, establish, and implement an OS&H Program identical to the Navy Occupational Safety and Health Program (NAVOSH Program). Contractor(s) shall identify employees and OS&H Program elements, such as Personal Protective Equipment, Medical Surveillance, etc., applicable to them. Interface with the NAVOSH Office for on-going program developments and technical support to ensure regulatory compliance with OS&H program elements. Provide OSH Program documentation and records to Base Management or outside agency representatives as requested. Important Program Elements include, but not limited to:

Workplace Inspections:

The Contractor shall inspect the work locations and surrounding areas of all contract employees. Contract personnel shall report Unsafe and Unhealthful Working Conditions to their supervisors to facilitate corrective action. The correction of deficiencies is the joint responsibility of Contractor and Base Management. At any time the contractor work site may be inspected for state and federal Safety and Health Code compliance.

Mishap Prevention:

All precautionary safety measure shall be taken to prevent mishaps from occurring. Contract personnel shall report all mishaps, including minor incidents, to their supervisor. Contractor personnel, federal employees and their supervisors are encouraged to work together to identify and prevent mishaps.

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6.16 Operations Security (OPSEC)

The OPSEC process is a systematic method used to identify, control, and protect critical information. Contractors shall comply with DoD Directive (DoDD) 5205.02 and NMCCWDINST 3432.1. Contractor personnel shall review OPSEC policies and incorporate into their daily routines and duties.

6.17 Current IT Working Environment:

Hardware:

IBM PC Compatible Workstations

Multifunctional Devices (Copy / Print / Scan / Fax)

Software Operating Systems:

Microsoft Windows

Applications:

Microsoft Office (Word, Excel, Access, PowerPoint)

Microsoft Internet Explorer

Microsoft SharePoint

NMCI approved software

Networking:

NMCI/NGEN

7.0 Definitions

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CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the Contracting Officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications.

This individual does NOT have authority to change the terms and conditions of the contract.

DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract as the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

QUALITY ASSURANCE. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

QUALITY ASSURANCE Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does

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not have privities of contract with the subcontractor.

8.0 Organizational Conflict of Interest

8.1 Introduction

In accordance with Federal Acquisition Regulations (FAR Part 9.5), both the contractor and the Contracting Officer have an affirmative duty to identify and mitigate actual and potential organizational conflicts of interest (OCI). The contract requires the contractor, herein defined, to provide to access and manipulate sensitive agency business data, to include, but not limited to budget information and/or Privacy Act protected information. Accordingly, this OCI clause will limit contractor's ability to exploit any such information and will also require its employees to execute a "Non-Disclosure Agreement" that will preclude those employees accessing such business sensitive data from exploiting that data.

8.2 Definitions

- (1) "Contractor" means the firm awarded this contract or task order and shall include any affiliate, employee, agent, subcontractor (at any tier), officer, subsidiary or parent contractor.
- (2) "Offeror" means any firm engaged in, or having a known or prospective interest in, participating as an offeror in response to any solicitation related to or resulting from the procurement.
- (3) "Interest" means organizational or financial interest.
- (4) "Term of this task order" means the period of performance of any task order issued with this restriction, including any extensions thereto; and
- (5) "Contracting Officer" is the warranted Government official signing this contract or task order; he or she will be identified by name and will be signing the contract or task-order provision incorporating this Organizational Conflict of Interest clause.

8.3 Prospective Restrictions on Contracting

The Contractor, as broadly defined above, agrees that until such time as the current contract is completed, it will not enter into any contract, subcontract, or agreement with a prime, subcontractor that provides good or services to the Navy Munitions Command CONUS West Division or its next-level Command, Commander Pacific Fleet (CPF).

Nothing in these restrictions shall operate to preclude the Contractor, as broadly defined herein, from participating in a follow-on contract or task order to this procurement. As indicated in the definition of Contractors, these terms and conditions shall be binding at all tiers – to include subcontractors, who shall agree in writing to these terms and conditions in their respective subcontracts.

8.4 Restrictions on Disclosure

The Contractor agrees and understands that it may have access to business sensitive information, to include, but not limited to budget estimates, allocations/appropriations data, project or program cost estimates, and contract cost estimates. Contractor and its affiliates shall not, under any circumstances, disclose or exploit in any way data used or accessed during the course and scope of this contract. Further, Contractor shall abide by the restrictions imposed by the Privacy-Act clause, incorporated herein by reference: FAR 52.224-1, Privacy Act Notification. Far 52.224-2, Privacy

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Act.

Under no circumstances shall any such data be commercially exploited and/or otherwise released to any party without the express approval of the Contracting Officer. Further, Contractor agrees to require all its employees working under this Contract, whether direct or indirect, to execute and file "Non-Disclosure Agreements," which in turn preclude them from consulting with or otherwise disclosing business sensitive information to third parties.

8.5 Government Remedy

The Contractor agrees that any breach or violation of the warranties, restrictions, disclosures or non-disclosures set forth in this conflict of interest clause shall constitute a material and substantial breach of terms, conditions, and provisions of this task order and that the Government may, in addition to any other remedy available, terminate the contract for default.

Further, the Contractor understands that this clause may serve as support to the contracting officer/office for finding the contractor ineligible for award. See FAR Part 9, "Responsibility" determination(s).

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SECTION D PACKAGING AND MARKING

All the provisions of Section D in accordance with the Basic Seaport-e MAC for the Firm Fixed Price apply to this task order.

All Deliverables shall be packaged and marked IAW best commercial practice.

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SECTION E INSPECTION AND ACCEPTANCE

All the provisions of Section E clauses in accordance with the Basic Seaport-e MAC for Firm Fixed Price apply to this task order plus the following:

52.246-5 Inspection and Acceptance of Services (APR 1984)

(a) *Definition.* "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may --

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may --

(1) By contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances; or

(2) Terminate the contract for default.

(End of Clause)

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/1/2016 - 8/31/2017
9000	9/1/2016 - 8/31/2017

All the provisions of Section F clauses in accordance with the Basic Seaport-e MAC for Firm Fixed Price apply to this task order plus the following:

Period of Performance (POP):

Funds for this task order will be for one base year and four option years subject to the availability of Government funds.

The Period of Performance is as follow:

Base Year: 01 Sep 2016 to 31 Aug 2017

Option Year One: 01 Sep 2017 to 31 Aug 2018

Option Year Two: 01 Sep 2018 to 31 Aug 2019

Option Year Three: 01 Sep 2019 to 31 Aug 2020

Option Year Four: 01 Sep 2020 to 31 Aug 2021

CLIN - DELIVERIES OR PERFORMANCE

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

8000	9/1/2016 - 8/31/2017
9000	9/1/2016 - 8/31/2017

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

8001	9/1/2017 - 8/31/2018
8002	9/1/2018 - 8/31/2019
8003	9/1/2019 - 8/31/2020
8004	9/1/2020 - 8/31/2021
9001	9/1/2017 - 8/31/2018
9002	9/1/2018 - 8/31/2019
9003	9/1/2019 - 8/31/2020
9004	9/1/2020 - 8/31/2021

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

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative
Nancy Bardwell, N42DS2
800 Seal Beach Blvd
Seal Beach, CA 90740
nancy.bardwell@navy.mil
562-626-7811

Contract Specialist

Gloria Quintero

800 Seal Beach Blvd

Seal Beach CA 90740-5000

gloria.quintero@navy.mil

252.232-7006 Wide Area WorkFlow Payment Instructions.

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS , Electronic Submission of Payment Requests and Receiving Reports. [252.232-7003](#)

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at ; and <https://www.acquisition.gov>

(2) Be registered to use WAWF at following the step-by-step procedures for self-registration available at this web site. <https://wawf.eb.mil/>

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

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(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

N40628

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	To be provided after award
Issue By DoDAAC	
Admin DoDAAC	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

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The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha and numeric/numeric.

(End of clause)

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Accounting Data

SLINID	PR Number	Amount
800001	N4062816RC72006	
LLA :		
AA 1761804 70BA 252 40628 0 068688 2D C72006 406286NC2MBQ		
800002	N4062816RC72006	
LLA :		
AB 1761804 70BA 252 40628 0 068688 2D C72006 406286NC1MBQ		
900001	N4062816RC72006	
LLA :		
AA 1761804 70BA 252 40628 0 068688 2D C72006 406286NC2MBQ		
900002	N4062816RC72006	
LLA :		
AB 1761804 70BA 252 40628 0 068688 2D C10001 406286NC1MBQ		

BASE Funding 201941.56
Cumulative Funding 201941.56

MOD 01

800001	N4062816RC72006	
LLA :		
AA 1761804 70BA 252 40628 0 068688 2D C72006 406286NC2MBQ		
800002	N4062816RC72006	
LLA :		
AB 1761804 70BA 252 40628 0 068688 2D C72006 406286NC1MBQ		

MOD 01 Funding 0.00
Cumulative Funding 201941.56

MOD 02

800003	N4062816RC72006	
LLA :		
AA 1761804 70BA 252 40628 0 068688 2D C72006 406286NC2MBQ		
Standard Number: N4062816RC72006		
800004	N4062816RC72006	
LLA :		
AB 1761804 70BA 252 40628 0 068688 2D C72006 406286NC1MBQ		
900003	N4062816RC72006	
LLA :		
AA 1761804 70BA 252 40628 0 068688 2D C72006 406286NC2MBQ		
900004	N4062816RC72006	
LLA :		
AB 1761804 70BA 252 40628 0 068688 2D C72006 406286NC1MBQ		

MOD 02 Funding
Cumulative Funding

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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SECTION I CONTRACT CLAUSES

52.204-7 System for Award Management -- JUL 2013

52.222-27 Affirmative Action Compliance Requirements for Construction -- APR 2015

52.222-54 Employment Eligibility Verification -- OCT 2015

252.201-7000 Contracting Officer's Representative -- DEC 1991

252.203-7000 Requirements Relating to Compensation of Former DoD Officials -- SEP 201

252.203-7002 Requirement to Inform Employees of Whistleblower Rights --SEP 2013

252.204-7004 Alt A System for Award Management Alternate A -- FEB 2014

252.204-7008 DEV Compliance With Safeguarding Covered Defense Information Controls (Deviation 2016-O0001)
-- OCT 2015

252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information
-- AUG 2015

252.223-7008 Prohibition of Hexavalent Chromium -- JUN 2013

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports -- JUN 2012

252.232-7006 Wide Area WorkFlow Payment Instructions -- MAY 2013

252.232-7010 Levies on Contract Payments -- DEC 2006

252.239-7009 Representation of Use of Cloud Computing -- SEP 2015

252.239-7010 Cloud Computing Services -- AUG 2015

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 within 30 days.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

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(End of clause)

252.203-7996 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN
INTERNAL CONFIDENTIALITY AGREEMENTS - REPRESENTATION (DEVIATION 2016-O0003) (OCT
2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in section 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

252.203-7997 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN
INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003) (OCT 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act,

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2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

252.209-7991 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX
LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW – FISCAL YEAR 2016
APPROPRIATIONS (DEVIATION 2016-O0002) (OCT 2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 141-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in sections 744 and 745 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 131-235), none of the funds made available by this or any other Act may be used to enter into a contract with any corporation that –

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that –

(1) It is ☐ is not ☐ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is ☐ is not ☐ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

5252.237-9400 SUBSTITUTION OF ADDITION OF PERSONNEL (Jan 1992)

The Contractor agrees to assign to the contract those persons whose resumes, personnel data forms or personnel qualification statements were submitted as required by Section L to fill the requirements of the contract.No substitution or addition of personnel shall be made except in accordance with this clause.

The Contractor agrees that during the contract performance period no personnel substitutions will be

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permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) below.

a.

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

b.

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

c.

In the event a requirement to increase the specified level of effort for a designated labor category, but no the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

d.

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

e.

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

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the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

(End of Clause)

52.222-42 -- STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES.

Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination.*

Employee Class	Monetary Wage -- Fringe Benefits
14102 Computer Systems Analyst II/01013 Accounting Clerk III	\$18.50 - \$39.00
01313 Secretary III	\$20.00
01312 Secretary II	\$17.93

(End of Clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses:

<http://acquisition.gov/far/>

DFARS Clauses:

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/>

(End of clause)

52.232-22 Limitation of Funds.

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

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both the Government's and the Contractor's share of the cost.

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

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

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

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

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

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

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of—

(i) The amount then allotted to the contract by the Government or;

(ii) If this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

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

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

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of—

(1) The amount previously allotted by the Government or;

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(2) If this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

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

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

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

(End of clause)

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SECTION J LIST OF ATTACHMENTS

DD0254

Wage Determination WD15-5603 and WD15-5645