

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

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PAGE OF PAGES
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2. AMENDMENT/MODIFICATION NO.
05

3. EFFECTIVE DATE
17-Feb-2010

4. REQUISITION/PURCHASE REQ. NO.
n/a

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

6. ISSUED BY CODE

N00189

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

S0514A

FISC Norfolk, Contracting Dept Philadelphia
700 Robbins Avenue, Bldg. 2B
Philadelphia PA 19111-5083
kathleen.lockhart@navy.mil 215-697-3023

DCMA SAN DIEGO
7675 DAGGET STREET, SUITE 200
SAN DIEGO CA 92111-2241

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

Science Applications International Corporation
10260 Campus Point
San Diego CA 92121

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4119-EX01

10B. DATED (SEE ITEM 13)

01-Sep-2006

CAGE CODE 52302

FACILITY CODE 054781240

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)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF

[Redacted content]

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GENERAL INFORMATION

The purpose of this modification is to extend the Period of Performance for CLIN's 4000, 6000 & 6001 to 30 April 2010. This extension shall be accomplished at no additional cost to the Government. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The total amount of [REDACTED]
[REDACTED]

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

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1. Background

1.1 The Office of Financial Operations (FMO), in conjunction with other Department of the Navy (DON) Secretariat organizations, the Chief of Naval Operations (OPNAV) staff, and the Marine Corps, is responsible for oversight of compensation services provided to civilian and military personnel. This includes coordination with the Office of the Secretary of Defense (OSD), other Military Departments, the Defense Finance and Accounting Service (DFAS), and other Defense Agencies on entitlement and related systems issues.

1.2 Currently, the area of civilian compensation within the Department of Defense is relatively stable with little if any system development efforts underway excluding some issues with the timeliness and accuracy of pay transactions. In contrast, a number of problems and issues face the military compensation arena, including system support, input system development, timeliness of data input/entry, responding to changing and new entitlements, and general matters of complexity. Additionally, a major system development effort is underway, with a goal of creating an integrated Personnel and Pay system, primarily through the application of commercial off the shelf software. Therefore, the primary focus of contractor support will be in the area of military compensation.

1.3 The Office of Financial Operations is the DON Program Manager for the Transportation Incentive Program (TIP) Outside the National Capitol Region (ONCR), a benefits program that encourages the use of mass transportation through subsidies provided to DoD personnel. This responsibility includes program oversight and day-to-day operations.

2. Objective

2.1 The DON objective is to ensure that civilian and military pay, compensation and benefits are delivered to our personnel in a timely and accurate manner.

3. Scope

3.1 The Assistant Secretary of the Navy, Financial Management and Comptroller (ASN (FM&C)), Office of Financial Operations (FMO) requires experienced contractor support to assist the FMO Program Manager in the management of Civilian and Military Compensation, and Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR). Contractor support personnel should have knowledge of military and civilian personnel/pay issues. This includes knowledge with the current military and civilian pay and personnel systems architecture and concept of operations.

4. Tasks

4.1 Assist the FMO Program Manager in management of Military Pay and Compensation.

4.1.1 Liaison with DoD, DFAS, Chief of Naval Operations Manpower and Personnel (N1), Commander Navy Installations (CNI), Bureau of Personnel (PERS-3) and Fleet staff on matters relating to military compensation.

4.1.2 Review and track System Change Requests for related systems, and recommend improvements to the process to enhance the updating, tracking, and reporting of system change requests.

4.1.3 Participate in the analysis of the proposed replacement military personnel and compensation system and assist in identifying the requirements and functions that are key or unique to the DON.

4.1.4 Coordinate and distribute material to major commands and selected activities related to myPay, leave and earnings statements (LES), and other issues.

4.1.5 Recommend improvements and prepare documentation for DON and DoD management consideration.

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4.1.6 Attend various meetings, working groups, conferences and provide minutes to FMO Program Manager, as directed by FMO.

4.1.7 Provide assistance in research of pay entitlement issues, e.g. member waiver requests, travel processing issues as needed.

4.1.8 Provide status and implementation updates on relevant projects.

4.1.9 Prepare a Project Plan that identifies the tasks to be completed and scheduled as needed.

4.2 Assist the FMO Program Manager in management of Civilian Pay and Compensation.

4.2.1 Review and track System Change Requests for related systems, and recommend improvements to the process to enhance the updating, tracking, and reporting of system change requests.

4.2.2 Liaison with DoD, DFAS and the office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) on matters relating to civilian compensation.

4.2.3 Coordinate and distribute material to major commands and selected activities related to myPay, leave and earnings statements (LES), and other issues.

4.2.4 Recommend improvements and prepare documentation for DON and DoD management consideration.

4.2.5 Attend various meetings, working groups, conferences and provide minutes to FMO Program Manager, as directed by FMO.

4.2.6 Provide assistance in research of pay entitlement issues, e.g. member waiver requests, travel processing issues as needed.

4.2.7 Provide status and implementation updates on relevant projects.

4.2.8 Prepare a Project Plan that identifies the tasks to be completed and scheduled as needed.

4.2.9 Host Meetings – Host meetings concerning personnel compensation issues.

4.3 Assist the FMO Program Manager in management of the Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR).

4.3.1 Liaison with the Department of Transportation (DoT), ASN(M&RA), Field Support Activity, Navy Exchange Command, Navy and Marine Corps installation POCs, transit participants, and DoD on matters relating to the TIP ONCR to include day-to-day program management.

4.3.2 Coordinate financial policy/procedural guidance for both Navy and Marine Corps.

4.3.3 Maintain the TIP ONCR website.

4.3.4 Ensure TIP applications are processed and sent to DoT four business days after receipt.

4.3.5 Review and process all TIP ONCR applications.

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4.3.6 Coordinate annual Customer Agreements between DoT and Field Support Activity for the DON (Nonappropriated Fund, Appropriated Fund, and Working Capital Fund).

4.3.7 Calculate annual estimates for participating organizations based on end-of-year actual data to include coordinating submission of funding documents and adjustments as needed.

4.3.8 Coordinate validation of Navy and Marine Corps participants monthly, quarterly, and annually and submission of data changes to DoT.

4.3.9 Review and prepare TIP ONCR reimbursement money orders to be forwarded by FMO to DFAS-Cleveland for processing credits to the accounting system.

5. Estimated Level of Effort (LOE)

5.1 Labor Category: Program Manager

5.1.1 Experience: Ten years of management experience including at least seven years experience in various aspects of DoD operations.

5.2 Labor Category: Senior Financial Analyst

5.2.1 Experience: Seven years of management analyst experience including at least five years experience in various aspects of DoD operations.

5.3 Labor Category: Financial Analyst

5.3.1 Experience: Five years of management analyst experience, and at least three years experience in various aspects of DoD financial operations.

5.4 Labor Category: Administrative Assistant

5.4.1 Experience: 1 year of administrative support or file clerk experience.

6. Quality Surveillance and Performance Standards

6.1 The government will conduct quality surveillance via various methods including formal and informal meetings, review of technical reports, review of monthly and weekly status reports and review of deliverables.

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

6.2.1 Performance Metric:

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

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

6.2.2 Schedule Metric

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

6.2.2.2 Unsuccessful delivery is defined as delivery of the Contract Data Requirements List on time less than 95% of the time.

6.2.3 Cost Metric (Earned Value Management (EVM)):

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

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

7. Contract Data Requirements List (CDRL). The following are required CDRLs. Contractor format is acceptable, however the government reserves the right to review the format.

7.1 Monthly status report. Task 4.1, 4.2, 4.3. A consolidated report, summarized by task is acceptable. The contractor shall prepare and deliver, on a monthly basis, a cumulative status report and a funds and man-hour expenditure report of all work accomplished to date under the task order. The report will address the contractor's assessment of their performance in terms of outcomes and value. The report will provide a summary of the tasks and their current status in the following terms; Green – G – no concerns, Yellow – Y – potential issues, and Red – R – significant issues.

7.2 Weekly status report. Task 4.1, 4.2, 4.3. A consolidated report, summarized by task is acceptable. The report will explain tasks accomplished, issues and outcomes.

7.3 Project Plan: Task 4.1, 4.2. For each task provide a Project Plan as needed.

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

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

9. Government Furnished Information, Systems, Space, Facilities.

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

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

10. Security and Privacy Act Requirements.

10.1 Non-Disclosure Statement. The contractor understands and agrees to abide by the non-disclosure statement attached. Failure to adhere to this non-disclosure statement could be cause to terminate this agreement.

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

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

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12. Travel may be required to attend meetings and conferences.

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SECTION D PACKAGING AND MARKING

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SECTION E INSPECTION AND ACCEPTANCE

This Quality Assurance Surveillance (QASP) supports the performance-based services for task orders under the Personnel Compensation Initiatives support task order.

1.0 Introduction

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

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

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

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

2.0 Methods of Surveillance

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

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

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

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

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

There are three levels of surveillance:

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

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

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

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

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

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

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

3.0 Performance Measurements

3.1 Performance Metric:

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

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

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

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

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

1000	9/1/2006 - 8/31/2007
1001	9/1/2007 - 8/31/2008
1002	9/1/2008 - 8/31/2009
3000	9/1/2006 - 8/31/2007
3001	9/1/2006 - 8/31/2007
3002	9/1/2007 - 8/31/2008
3003	9/1/2007 - 8/31/2008
3004	9/1/2008 - 8/31/2009
3005	9/1/2008 - 8/31/2009
4000	9/1/2009 - 4/30/2010
6000	9/1/2009 - 4/30/2010
6001	9/1/2009 - 4/30/2010

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

4001	3/1/2010 - 2/28/2011
6002	3/1/2010 - 2/28/2011
6003	3/1/2010 - 2/28/2011

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SECTION G CONTRACT ADMINISTRATION DATA

WAWF INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

Invoices for services rendered under this Contract shall be submitted electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF):

The vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the internet at <http://wawftraining.com/>.

A separate invoice will be prepared for every month. Do not combine the payment claims for services provided under this contract.

For billing purposes, the invoice type to be used is 2-in-1. Back up documentation (such as timesheets, 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.

The following information regarding OASN (FM&C) FMO is provided for completion of the invoice in WAWF:

Issuing Office DODAAC: N00189

Admin DODAAC: S5111A

Acceptor DODAAC: N41421

LPO DODAAC: N41421

Pay DODAAC: HQ0338

The contractor shall submit invoices for payment per contract terms.

The Government shall process invoices for payment per contract terms.

TASK ORDER MANAGER

Karen Bradby, OASN (FM&C) FMO. Phone 202-685-6725.

CONTRACTING POINT OF CONTACT

The contracting office point of contact is Kathleen Lockhart, Code 280.1D Philadelphia Division Contracting Department FISC Norfolk. Phone 215-697-3023, email kathleen.lockhart@navy.mil

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

Edward Burke
720 Kennon Street, SE, Rm 115
Washington Navy Yard, DE 20374-5025
Edward.a.burke@navy.mil

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

(c) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

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SECTION I CONTRACT CLAUSES

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

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

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

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

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

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

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

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SECTION J LIST OF ATTACHMENTS

Exhibit A, Contract Data Requirements List (CDRL)

(Note: Executed Documents will be sent separately.)