

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE J	PAGE OF PAGES 1 24	
2. AMENDMENT/MODIFICATION NO. 12	3. EFFECTIVE DATE 01-Jun-2012	4. REQUISITION/PURCHASE REQ. NO. NA	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NAVFAC ATLANTIC 6506 Hampton Blvd. Norfolk VA 23508-1278 rochelle.lee@navy.mil 757-322-4182	CODE N62470	7. ADMINISTERED BY (If other than Item 6) NAVFAC ATLANTIC 6506 Hampton Blvd. Norfolk VA 23508-1278		CODE N62470

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORP 1710 SAIC Drive McLean VA 22102-3703		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4119-JN01
		10B. DATED (SEE ITEM 13) 01-Jun-2008
CAGE CODE 5UTP8	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.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.217-9 -- Option to Extend the Term of the Contract (Mar 2000)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

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

15A. NAME AND TITLE OF SIGNER (Type or print) [Redacted] Authorized Company Representative		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rochelle M Lee, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/ [Redacted] (Signature of person authorized to sign)	15C. DATE SIGNED 01-Jun-2012	16B. UNITED STATES OF AMERICA BY /s/Rochelle M Lee (Signature of Contracting Officer)	16C. DATE SIGNED 01-Jun-2012

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GENERAL INFORMATION

The purpose of this modification is to modified task order as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The purpose of this modification is to exercise option period 4 for the period of 01 June 2012 through and including 31 May 2013 accordingly, and to add new scope.

The said Task Order is modified as follows:

CLINs 5022, 5023, 5024, and 5025 are hereby exercised in the amount of \$246,961.62 to include labor for all disciplines and related ODCs. CLINs 5026, 5027, and 5029 will not be exercised.

LABOR CATEGORIES AND RATES LISTED BELOW FOR THIS OPTION WILL REMAIN THE SAME AS NEGOTIATED.

Disciplines	Rates	Hours (approx.)	Totals
Sr. Management Consultant	202.56		
Management Consultant III	164.46	724	
Management Consultant II	111.64	744	
Administrator II (3)	82.68	304	\$

Projected breakdown of hours listed may vary. Funding is provided on a 60/40 split (Family/Bachelor).

Family Housing 60%

Rates	Task 1		Task 2		Task 3		Task 4		Task 5	
	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt
82.68		0.00		0.00		0.00				
82.68	3.6	297.65	2.4	198.43	6	496.08	8.4	694.51	3.6	297.65
82.68	3.6	297.65	2.4	98.43	6	496.08	8.4	694.51	3.6	297.65
111.64	25.2	2813.32	26.4	2947.30	44.4	4956.82	58.8	6564.43	25.2	2813.33
164.46	21.6	3552.34	21.6	3552.34	37.2	6117.91	50.4	8288.79	21.6	3552.34
		6960.96		6896.50		12066.89		16242.24		6960.97
Rates	Task 6		Task 7		Task 8		Task 9		Task 10	
	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt
82.68									33.6	2778.05
82.68	2.4	198.43	24	1984.32	24	1984.32				
82.68	2.4	198.43	24	1984.32	24	1984.32				
111.64	16.8	1875.55	96	10717.44	96	10717.44	48	5358.72	9.6	1071.74
164.46	14.4	2368.22	93	15294.78	93	15294.78	72	11841.12	9.6	1578.82
		4640.63		29980.86		29980.86		17199.84		5428.61
										148176.97
								11818.62		Travel & ODCs

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Bachelor Housing 40%

Rates	Task 1		Task 2		Task 3		Task 4		Task 5	
	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt
82.68		0.00		0.00		0.00				0.00
82.68	2.4	198.43	1.6	132.29	4	330.72	5.6	463.00	2.4	198.43
82.68	2.4	198.43	1.6	132.29	4	330.72	5.6	463.00	2.4	194.83
111.64	16.8	1875.55	17.6	1964.86	29.6	3304.54	39.2	4376.29	16.8	1875.55
164.46	14.4	2368.22	14.4	2368.22	24.8	4078.61	33.6	5525.87	14.4	2368.22
		4640.64		4597.66		8044.59		10828.16		4640.64

Rates	Task 6		Task 7		Task 8		Task 9		Task 10	
	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt	Hrs	Amt
82.68		0.00							22.4	1852.03
82.68	1.6	132.29	16	1322.88	16	1322.88				
82.68	1.6	132.29	16	1322.88	16	1322.88				
111.64	11.2	1250.37	64	7144.96	64	7144.96	32	3572.48	6.4	714.50
164.46	9.6	1578.81	62	10196.52	62	10196.52	48	7894.08	6.4	1052.54
		3093.76		19987.24		19987.24		11466.56		3619.07
										98784.65
								7879.08		Travel & ODCs

Commander, Navy Installation Command

HOUSING REQUIREMENT MARKET ANALYSIS

COMMUNITY HOUSING SURVEY

BACKGROUND:

The Commander, Navy Installations (CNI) has been directed to rely on the private sector for housing its military families/bachelors because housing is not a core defense function and because adequate capability exists in the private sector to perform that function. When the private sector is not capable of providing members with housing CNI considers the construction, operation, and maintenance of Government housing. Therefore, in order to determine the appropriate level of housing to maintain in DoD's inventory, CNI must have an analytical process and consistent methodology for determining the number of suitable and affordable private sector rental housing units available to military families/bachelors in the communities surrounding Navy installations.

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SCOPE:

The objective of this work effort is to provide a Housing Requirement Market Analysis (HRMA) for Navy personnel stationed at CONUS and OCONUS locations, using current CNI criteria in conformance with guidance issued by the Office of the Secretary of Defense (OSD). Current OSD policy specifies that any government -financed housing project shall be considered only when it has been demonstrated that the local market is unable to meet government requirements for adequate housing. Adequate housing is defined to be within a reasonable commute of the installation; affordable for military personnel; acceptable in quality; and with the proper number of bedrooms given household sizes and military ranks.

The HRMA/HRMA Update projects requirements for military housing as the sum of the floor (minimum) requirement and the community housing shortfall. Floor requirements are established based on CNI policies consistent with OSD guidance. Assessment of the ability of the community to meet military needs determines the magnitude of the community housing shortfall. OSD has approved static and dynamic models for estimating the community housing shortfall. The HRMA will compute requirements both with a floor requirement and without a floor requirement and using both the static and dynamic models. CNI will determine whether the floor/no floor requirement and static or dynamic model before the start of report.

The study focuses on the private-sector rental housing that may be available to military personnel in the market area. The Contractor shall conduct an analysis of present and prospective housing demand and supply relationships in the local housing market in order to assess the private sector’s ability to provide adequate support for the future (five year hence) housing needs of military personnel located at the installation. The Contractor shall comprehensively evaluate the current and prospective dynamic forces affecting economic, demographic, and housing conditions, as well as housing inventory trends, in order to quantify the local supply of and demand for housing.

The contractor shall prepare a survey instrument to be administered to all Navy personnel. The survey will collect data on marital status, dual military households, family size, type, size and location of housing, homeownership, and the monthly cost of rent, utilities and rental insurance. The contractor shall design the survey instrument and an introductory letter, and support Housing Office staff in the administration of the survey and the processing of the completed forms. The contractor shall analyze the results of the survey, and prepare a report describing the results.

DEFINITIONS AND APPLICABLE DOCUMENTS

The contractor shall perform the specified work in this task order to the best of their abilities while staying within the award ceiling price. This effort includes providing required personnel who are qualified, sufficiently trained, and properly supervised following accepted industry best practices and methodologies. The effort is further characterized by endeavoring to use effective and efficient methods and demonstrating sound cost control.

4.2 Acronyms

CNIC – Commander, Navy Installations Command

HRMA – Housing Requirement Market Analysis

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DoD – Department of Defense

OSD – Office of the Secretary of Defense

MFH – Military Family Housing

BAH – Basic Allowance for Housing

OOP – Out of Pocket

VHA – Variable Housing Allowance

CONUS – Continental United States

OCONUS – Outside Continental United States

OHA – Overseas Housing Allowance

SOW – Statement of Work

COR – Contracting Officer’s Representative

POC – Point of Contact

RA – Resident Advisor

R19 - Bachelor Housing Requirement Determination

1523 – Military Housing Justification

DoDDS – Department of Defense Dependent School

IUS – Inventory Utilization System

FULL HRMA – The purpose of the HRMA is to determine the ability of the local community to meet the needs of accompanied and unaccompanied military personnel for adequate housing. The HRMA is a detailed study of housing demand and supply within a defined market area. The HRMA provides civilian and military planners with necessary information such that action may be taken, where warranted, to meet the housing needs of military personnel and their families.

HRMA UPDATE – The HRMA Update accomplishes the goals of the HRMA but uses a streamline analysis process. The definition of the market area and the extent of unsuitable housing are assumed to be the same as in the most recent HRMA for the location.

COMMUNITY HOUSING SURVEY - The contractor shall assist in conducting a survey of personnel to collect information to be used during the performance of HRMA. The survey will provide current data on accompaniment rates, family sizes, and homeownership rates of Navy personnel stationed at various locations, as well as data on the rental costs paid by Navy personnel.

List of instructions and websites:

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INSTRUCTIONS

Department of Defense Housing Management – 4165.63M

Deputy Secretary of Defense – Memorandum For Secretaries of the Military Departments Directors of the Defense Agencies – Housing Requirements Determination Process Policy Guidance

WEBSITE

Department of Defense Per Diem, Travel and Transportation Allowance Committee – <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

STATEMENT OF WORK (APPROACH/METHODOLGY/TASKS)

The Contractor shall provide technical services in support of each member's initiatives and assigned missions. The work effort is to provide the support required to achieve the desired degree of responsiveness essential to accommodate workload demands. Specific work shall include, but not be limited to the following:

Estimated Work Requirement: For purposes of indicating scope of work only, the Government estimate for the work to be performed in the period of performance of this SOW is included below. This estimate is the Government's interpretation of the requirement and is not intended to be binding on either party or to be the only possible solution to the requirement. The hours to be performed may vary over the course of the period of performance.

FULL HRMA - The date of the Orientation Meeting sets the time frame for the HRMA. This date sets the current year of the analysis with the future year, five years hence. It also sets all analytical parameters such as market conditions, authorized manpower, MFH inventory, BAH rates, and exchange rates for overseas locations, as applicable to the analysis.

UPDATE HRMA - The date of the kickoff teleconference sets the time frame for the HRMA Update. This date sets the current year of the analysis with the future year, five years hence. It also sets all analytical parameters such as market conditions, authorized manpower, MFH inventory, BAH rates, and exchange rates for overseas locations, as applicable to the analysis.

COMMUNITY HOUSING SURVEY – This survey of personnel will supply valuable inputs to the HRMA, which in turn will provide civilian and Navy planners with the necessary decision support information such that action may be taken, where warranted, to meet housing needs of base personnel and their families.

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TASKS

Tasks to be completed by the Contractor shall include but not be limited to the following:

Task 1. Orientation Meeting (FULL HRMA): The Contractor shall attend and participate in an Orientation Meeting at the Military Installations with the installation Housing Personnel and the Government 's Project Manager. The purpose of the meeting shall be to: (a) discuss special issues and assumptions to be used in the analysis; (b) review the study work schedule; (c) discuss housing market area; (d) identify on -base and off-base personnel and community officials relevant to housing information; (e) discuss the processes used to obtain information and data; and (f) review the study methodology. The Government Furnished Materials are to be delivered at the time of the Orientation Meeting. Subsequent changes to this information may impact the analysis and may require re -analysis that may delay the scheduled deliverables and/or require additional funds. The contractor shall be responsible for recording and documenting items of discussion/decision for this and all subsequent meetings, interviews, or telephone conversations.

Kickoff Teleconference (UPDATE HRMA): The Contractor shall participate in a Kickoff Teleconference with the regional Housing Personnel and other staff as designated by the Government 's Project Manager. The teleconference shall address: (a) special issues and assumptions to be used in the analysis, including those factors which will be assumed to be unchanged from the most recent HRMA for each installation; (b) the study schedule; (c) the housing market area; (d) on -base and off-base personnel and community officials relevant to housing information; (e) processes used to obtain information and data; and (f) study methodology. The Government Furnished Materials are to be delivered in electronic or paper form at the time of the Kickoff Teleconference. Subsequent changes to this information may impact the analysis and may require re -analysis that may delay the scheduled deliverables and/or require additional funds. The contractor shall be responsible for recording and documenting items of discussion and decision for this and all subsequent meetings, interviews, or telephone conversations.

Orientation Meeting (COMMUNITY HOUSING SURVEY): The Contractor shall attend and participate in an Orientation Meeting at the Military Installations with the installation Housing Personnel and the Government 's Project Manager. The purpose of the survey orientation meeting shall be to:

- a. Review purpose and objectives of the survey
- b. Discuss special issues
- c. Review the survey work schedule
- d. Discuss the steps needed to administer the survey and process the data from the collected forms

CNI personnel will provide guidance to the Contractor in preparing the survey. CNI/Region/Installation will participate in all areas of discussion, coordination and decision-making during the orientation meeting as well as all other elements of the survey development. The contractor shall be responsible for recording and documenting items of discussion/decision for this and all subsequent meetings, interviews or telephone conversations.

Task 2. HRMA Project Management Plan: Contractor shall furnish the Government a completed HRMA/Survey Project Management Plan (PMP). In addition to defining the methodology, the HRMA/Survey process, and schedule, the PMP shall serve as a partnering agreement among all parties relevant to a successful and timely completion of the HRMA/Survey. The PMP shall define the roles and the responsibilities of CNI, the Region, the installation housing manager, HRMA contractor and

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the Community Housing Survey contractor.

Task 3. Housing Market Area Definition: FULL HRMA – Applying the specified time/distance criteria, the Contractor will establish the housing market area appropriate to the installation. Establishment of the market shall consider secondary road systems, typical weather conditions and other impediments to commuter travel. A final definition of the housing market area will be submitted for government approval. **UPDATE HRMA** - The housing market area defined for this HRMA Update is the same as that determined for the most recent HRMA for the location. The Contractor shall submit a current map of this market area for Government use.

Design of Survey Form and Introductory Letter (COMMUNITY HOUSING SURVEY): A survey form and draft letter from the Commanding Officer introducing the survey and requesting service member cooperation will be furnished by the Contractor.

Task 4. Monthly Progress Reports: The Contractor shall furnish the Government’s Project Manager a monthly progress report briefly describing work completed and anticipated for the preceding and following 30 -day period, respectively. The Government’s Project Manager will assess each report and provide guidance to the Contractor as needed. The progress reports shall be submitted no later than 15 days following the month being reported.

Task 5. On-Site Data Collection (FULL HRMA): Critical information on the local housing supply includes the number, quality, and cost of rental units in each market segment as defined by price and number of bedrooms. Information gathered from city and county planners and engineers, county assessors, representatives of local boards of Realtors, real estate developers, bankers, census publications, and others is to be utilized to estimate the current and future housing inventory. This information is to be disaggregated by housing type (i.e., single and multi -family housing units, etc.), bedroom mix, tenure of occupancy and occupancy cost. The duration of each visit will vary from one to two weeks depending upon the installation size, inventory and extent and diversity of the market. A detailed local market assessment shall be conducted to determine housing type, size and associated amenities that can be rented with Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA) and the published out of pocket (OOP) levels as compared to the DoD and Navy criteria. A survey of unsuitable housing areas will also be conducted to confirm areas which are unsuitable due to health and safety concerns related to housing location. The Contractor shall create a list of the unsuitable housing areas identified by the installation by census tract or zip code as well as recommend other housing areas that should be considered unsuitable by Navy standards. (Community Housing Survey): The contractor shall work with Housing Office and other installation personnel to ensure the successful administration of the survey.

Telephone Data Collection (UPDATE HRMA): Critical information on the local housing supply includes the number, quality, and cost of rental units in each market segment as defined by rental cost and number of bedrooms. Information gathered via telephone or the Internet from newspaper classified listings, property managers, city and county planners and engineers, county assessors, representatives of local boards of Realtors, real estate developers, bankers, census publications, military housing office personnel, and others is to be utilized in combination with data previously collected for the installation for the prior HRMA to estimate the current and future housing inventory. This information is to be disaggregated by housing type (i.e., single and multi-family housing units, etc.), bedroom mix, tenure of occupancy, and rental cost. The extent of unsuitable rental housing in the market area is to be determined from estimates prepared for the prior HRMA for the area. Military personnel, Basic Allowance for Housing (BAH), and Out-of-Pocket (OOP) expenses will be based on the most recent base loading projections and OSD data provided by CNI. BAH, OOP, and rental costs shall be the year coinciding with the Orientation Meeting or Kickoff Teleconference. Total military personnel, effective family housing requirements, family homeowners, total bachelors, and the bachelors required to live on base will be as determined and provided by CNI.

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Task 6. Analysis: The Contractor will analyze present and projected private-sector housing supply and demand relationships in order to determine the ability of the private sector to support the needs of accompanied and unaccompanied military personnel and their families for adequate housing. The principal goal is to evaluate the current and prospective dynamic forces affecting economic, demographic, and housing inventory trends in order to estimate local housing market characteristics. The analysis will identify existing suitable community housing assets and vacancies which are likely to be available in the projected year. Updated information gathered via telephone and the Internet shall be combined with data gathered from various source publications (i.e. Census, local governments, local building officials, etc.) and local building activity data such that estimates of current and future adequate community housing can be made. Housing supply conditions will be analyzed in terms of number, type, occupancy cost, adequacy, and bedroom mix. The procedures established by CNI and approved by OSD will be followed to determine the floor housing requirement (as applicable), the community housing shortfall, and the resulting total housing requirement for the installation. The analysis will include the following steps:

- a. Determine Market Area
- b. Establish Effective Military Families
- c. Determine Floor Housing Requirement (analyzed but not reported)

Community

Key and Essential

Historic

Quality of Life (Targeted Economic Relief)

- d. Determine Private Sector Requirement
- e. Compute Military Market Share for Each Market Segment using Integrated Static -Dynamic Model Approved by OSD
- f. Compare Military Share to Military Requirement to Determine Community Shortfall
- g. Calculate Total Military Housing Requirement as the Sum of the Floor Housing Requirement and the Community Shortfall

Contractor shall input analysis results into the Electronic Navy Housing (EnH).

Survey Data Analysis: The contractor shall analyze the process data entered from the survey forms and organize the results of the analysis into tables and formats directly applicable to the HRMA.

DELIVERABLES (HRMA/HRMA UPDATE):

All deliverable defined in this SOW shall be submitted under official company letterhead signed by a designated company representative. The cover letter shall be addressed to the COR and primary POC. A copy shall be sent to the CNI. The cover letter shall include as a minimum, the title of the applicable deliverable, date performed, and the appropriate contract number or purchase order number to which the deliverable applies.

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Preliminary Report: The Contractor shall prepare and deliver a Preliminary Report for review by the Government. The Government's Project Manager will review the report with the region and installation and will provide consolidated review comments to the Contractor within five (5) days following its receipt. The preliminary report shall include all basic components of the final report in order to allow for adequate presentation and review of the document. At a minimum, the report shall include a map depicting the housing market area, existing and projected military demand, the condition, size and trends in private-sector housing supplies (renter vs. homeowner, cost, quality, and vacancies). In addition, the report should list the major assumptions used in developing the analysis (i.e., marital factors, housing allowances, etc.) and a summary of observations and economic conditions based on research and interviews. The report will also include a description of current market conditions and changes to the economy that will influence the projections.

Preliminary Report Presentation and Review Meeting: (FULL HRMA) The Contractor shall make a verbal presentation of the results of the HRMA to Government officials in person at the location. The Contractor will receive additional verbal comments on the report during this meeting. The Contractor will respond to the comments in writing indicating concurrence with the comments or providing justification for non-concurrence. The Government's Project Manager will review the responses and provide concurrence via email or written correspondence.

No Preliminary Report Presentation and Review Meeting is needed for Update HRMA.

Draft Report: The Contractor shall, upon notice by the Government's Project Manager, produce and deliver the Draft Report. The Draft Report shall incorporate government comments on the Preliminary Report.

Draft Report (Community Housing Survey): The Contractor shall prepare and deliver a Draft Report for review by the Government. CNI, Region and Installation will review the report and provided consolidated comments to the Contractor within five (5) days following its receipt. The Draft Report shall include all basic components of the Final Report in order to allow for adequate presentation and review of the document. At a minimum, the report shall include a description of the percentage of personnel accompanied by dependents, the percentage of dual military households, family sizes, the housing choices of military members (including type, size and location of residences, and homeownership), the monthly costs of rent, utilities and rental insurance, and the percentage of BAH spent on these housing costs. In additional the report should describe the methodology used in conducting the survey. All charts and tables will reflect individual pay grades, not grouping (i.e., E1, E2, and E3 rather than E1-E3 combined, etc.)

Final Report: The Contractor shall, upon notice by the Government's Project Manager, produce and deliver the Final Report. The Final Report shall incorporate government comments on the Draft Report. All copies shall be bound in three -ring binders. Additionally, the Contractor will deliver to the Government's Project Manager one copy of the Final Report in electronic format.

Final Report (Community Housing Survey): The Contractor shall prepare and deliver the Final Report following receipt of all Government review comment on the Draft Report. The Final Report shall incorporate government comments provided on the Draft Report. All copies shall be bound in binders. Additionally, the Contractor will deliver to each recipient one copy of the Final Report in electronic format

Backup Materials: The Contractor will deliver to the Government Project Manager an electronic (CD) copy of appropriate backup material used in the analysis – **Community Housing Survey**).

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Survey Implementation Support (COMMUNITY HOUSING SURVEY): The contractor shall distribute the surveys through their office.(if mailed)

Data Processing Support (COMMUNITY HOUSING SURVEY): The contractor shall process the survey from their office.

The following are considered deliverable items and the Contractor shall be required to provide the number of copies identified:

PROJECT DELIVERABLE DISTRIBUTION SCHEDULE			
Item	Deliverable No.	CNI	Region/Activity
Project Management Plan	1	E	E
Housing Market Area Map	2	E	E
Monthly Progress Reports	3	E	E
Preliminary Report	4	E	E
Draft Report	5	E	E
Final Report	6	E, 2	E, 4
Backup Materials	7	E (CD)	

Note: E = electronic copy.

SCHEDULE OF WORK:

Work by the Contractor under this delivery order is to begin as soon as possible following the Government 's issuance of the Notice to Proceed. Deliverables due to the Government under this delivery order are to be submitted in accordance with the following schedule unless otherwise directed by the Government 's Contracting Officer. The schedule will be modified when there are changes in the Government Furnished Materials subsequent to the analysis or when major market changes occur during the course of the study. **(UPDATED HRMA)**

PROJECT WORK SCHEDULE			
Task No.	Description	Deliverable No.	Submittal Due
	Kickoff Teleconference	N/A	5 days from Notice to Proceed

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1	Project Management Plan	1	5 days from Kickoff Teleconference
2	Housing Market Area Map (Confirm)	2	15 th day of the month following the month being reported
3	Monthly Progress Report	3	40 days from receipt of government materials
6	Preliminary Report	4	7 days from delivery of Preliminary Report
8	Draft Report	5	10 days from receipt of government comments
9	Final Report	6	10 days from receipt of government comments
10	Backup Material	7	10 days from Final Report submittal

(FULL HRMA)

PROJECT WORK SCHEDULE			
Task No.	Description	Deliverable No.	Submittal Due
	Orientation Meeting	N/A	15 days from Notice to Proceed
1	Project Management Plan	1	20 days from Notice to Proceed
2	Housing Market Area Map	2	15 days from Orientation Meeting
3	Monthly Progress Reports	3	15 th day of the month following the month being reported
6	Preliminary Report	4	60 days from receipt of government materials and government acceptance of market area definition
7	Preliminary Report Presentation and Review Meeting	N/A	7 days from delivery of Preliminary Report
	Response to Comments on Preliminary Report	N/A	5 days from receipt of all comments on Preliminary Report
8	Draft Report	5	10 days from concurrence with contractor's responses to comments
	Response to Comments on Draft Report	N/A	5 days from receipt of all comments on Preliminary Report
9	Final Report	6	30 days from concurrence with contractor's responses to comments
10	Backup Material	7	10 days from Final Report submittal

DELIVERABLES – COMMUNITY HOUSING SURVEY

The following are considered deliverable items and the Contractor shall be required to provide the number of copies identified:

PROJECT DELIVERABLE

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DISTRIBUTION SCHEDULE			
Item	Deliverable No.	Installation	CNI
Project Management Plan	1	E	E
Survey Form and Introductory Letter	2	E	E
Monthly Progress Reports	3	E	E
Draft Report	4	E	E
Final Report	5	E, 3	E, 1
Backup Materials	6		E (CD)

Note: E = electronic copy

SCHEDULE OF WORK – COMMUNITY HOUSING SURVEY

Work by the Contractor under this delivery order is to begin as soon as possible following the Government 's issuance of the Notice to Proceed. Deliverables due the Government under this delivery order are to be submitted in accordance with the following schedule unless otherwise directed by the Government 's Contracting Officer.

PROJECT WORK SCHEDULE			
Task No.	Description	Deliverable No.	Submittal Due
1	Orientation Meeting	N/A	15 days from Notice to Proceed
2	Project Management Plan	1	At Orientation Meeting
3	Survey Form and Introductory Letter	2	At Orientation Meeting
4	Monthly Progress Reports	3	15 th day of the month following the month being reported
8	Draft Report	4	30 days from receipt of processed data
9	Final Report	5	10 days from receipt of government comments
10	Backup Material Furnished to Government	6	10 days from Final Report submittal

SPECIAL CONSIDERATIONS:

Deliverable Criteria: Final trim size of all delivered documents shall be 8.5 x 11 inches. Image size of standard text shall not exceed 7 x 10 inches. Avoid the use of oversized illustrations, charts, maps or art works. Foldouts shall not exceed 11 x 17 inches with a maximum image size of 9.75 x 15.5 inches. Color reproduction shall convey all intended information when copied

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in black and white. Contractor shall also make delivery of the final report via electronic media in a software format of Microsoft Word and Adobe Acrobat PDF.

Records: The Contractor is required to provide a record of all significant conferences, meetings, discussions, verbal directives, telephone conversations, etc., with government representatives relative to this contract in which the Contractor and/or designated representatives participated. The Contractor shall be required to provide a record of requests for and/or receipt of government furnished material or data that, if not furnished in a timely manner, would significantly impair the normal progression of work under this contract.

PERFORMANCE STANDARDS AND QUALITY MEASUREMENT

On the 10th of each month, the contractor must provide a detailed monthly status report to include all deliverables to the Government for review and acceptance. This report shall outline in depth all milestones achieved in the previous month. The Government will be given five business days to review and provide acceptance or rejection of the deliverables defined in the status report.

RISK AND CONTSTRAINTS

The contractor must have at least ten years of experience with Navy and other military HRMAs. The current HRMA program is essential to and integrated into various housing metrics such as the housing accreditation program, etc. An experienced contractor must be able to mirror the current HRMA program to ensure we maintain the integrity of the current process and its correlation to the related housing processes.

KEY PERSONNEL REPLACEMENT AND SUSTITUTION

The Principal Management Consultant, Senior Management Consultant, Management Consult III, Management Consult II, Associate Management Consultant, Admin II are considered key personnel. The tasks in the Statement of Work require specialized skills and diplomacy due to the nature of the projects.

The Contractor shall not substitute key personnel assigned to perform work under this contract without the prior approval of the Contracting Officer. Requests for approval of substitutions shall be in writing and shall provide a detailed explanation of the circumstance necessitating the proposed substitutions. This request must contain a complete resume for the proposed substitute, and any other information requested or needed by the Contracting Officer to approve or disapprove the request. Proposed substitutes must have qualifications that are equal to or higher than the key personnel being augmented. The Contracting Officer's Representative or his authorized representative shall evaluate such requests and promptly notify the Contracting Officer in writing whether the proposed substitution is acceptable.

SUBCONTRACTORS(S)

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Consultants and subcontractors, including but not limited to, universities and colleges may be used if beneficial to the Government.

CONFIDENTIALITY

This project and all materials provided to the Contractor by the Government and results, conclusions and recommendations obtained thereof should be considered confidential in nature and treated with the same level of care that the Contractor treats its own confidential business information. The information shall not be disclosed, copied, modified, used (except in the completion of this project) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government 's express consent.

SECURITY/SECURITY CLEARANCES

A security clearance is not required.

SPECIAL REQUIREMENTS/INSTRUCTIONS/CONSIDERATIONS

No data provided to, or developed by, the contractor shall be used for any purpose other than this delivery order. All information (data files and hard copy) become the property of the government and the contractor shall return them to the CNI, Housing at the completion of the task.

Equipment (i.e., computers, furniture, etc.) purchased as "other direct costs" under this contract are the property of the Government and shall be transferred to CNI, Housing at the completions of the task.

Intellectual Property:

The United States Government funds this task order. 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 produced 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.

Section 508:

All Electronic and Information Technology (EIT) produced or 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.access-board.gov/508 htm>.

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Public Disclosures: The Contractor shall make no public announcements or disclosures relative to information contained or developed under this contract except as authorized in writing by the Contracting Officer or authorized representative.

GOVERNMENT POINTS OF CONTRACT

Primary Point of Contact:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Contracting Officer Representatives

[REDACTED] J. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

ORGANIZATIONAL CONFLICTS OF INTERESTS

The contractor will acknowledge that it is familiar with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR.

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If performance of any SOW requires the contractor (to include subcontractors) to supply technical support related to systems or projects with which the contractor is already directly concerned, either by prime or subcontract, the contractor shall so immediately inform the Contracting Officer. The SOW may be withdrawn if a conflict is found. The contractor shall not undertake performance of any SOW which requires it to supply technical support regarding such systems until the notice is given, and written consent to proceed is issued by the Contracting Officer.

SUPPLEMENTARY AND/OR AGENCY SPECIFIC REGULATIONS

In accordance with FAR 8.404 (b), please indicate whether there are any FAR supplementary regulations or other agency specific regulations required to be included in this order/contract. None know or required.

GOVERNMENT RESPONSIBILITY

The government is responsible for providing the following for this contract:

Data Responsibility: CNI

- a. Form 1523 and supporting data for each installation.

- b. Unaccompanied personnel data in spreadsheet form derived from the R -19 report for each installation.

- c. The current authorized manpower for the host organization, tenant organizations and independent duty personnel for whom the installation has the responsibility of housing segmented by pay grade. Identify the manpower authorized by each organization.

- d. The authorized manpower projected five years from the current year for the host organization, tenant organizations and independent duty personnel for whom the installation has the responsibility of housing segmented by pay grade. Identify the manpower authorized by each organization.

- e. The current number of military personnel married to other military personnel by pay grade.

- f. The current number of accompanied personnel (married and single w/dependents) by pay grade.

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g. The current number of military families by the number of dependents (including spouse) in the family by pay.

h. The current number of unaccompanied personnel (single w/out dependents) by pay grade.

Data Responsibility: Region/Activity

a. Define market area (commute distance will be the defined market area within a sixty -minute commute area). Provide identification of housing areas within the sixty minute market area that is considered unsuitable for housing military personnel. Provide the rationale for the selection (quality of the housing and/or neighborhood, crime rates, health considerations, etc.) Describe the boundaries of each area by street and roads or other geographic features. (FULL HRMA)

b. Provide the most recent BAH submittal package.

c. Define installation access/egress points. Provide a list of locations that can be reached within a sixty -minute commute area from the installation's main access/egress points building during peak travel times by private automobile. Consider the availability of access/egress to the installation during peak travel times as well as multiple work centers on the installation. Outline on a local map. (FULL HRMA)

d. Point(s) of Contact at the local Housing Department/Housing Referral/Bachelor Housing Quarters.

e. Provide a summary of waiting times for MFH.

f. A list of Key & Essential (Priority 1) positions and the pay grades of the personnel who fill these positions.

g. The current and projected DoD civilian employees and DoDDS employees for whom housing is the responsibility of the installation's Housing Office by pay grade and the number of DoD and DoDDS civilian families by the number of dependents in the family.

h. Current and projected MFH inventory and grade group and bedroom designations for the installation. Separately identify housing units that are government owned, leased by type of lease, available through privatization agreements or under contract or available through other programs or contracts. Provide a list of current occupancy by pay -grade bedroom.

i. Inventory and grade group designations for on-base historic housing and units eligible for the National Register of Historic Places.

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- j. Documentation of planned renovation, construction and/or demolition of MFH assets identifying the current actual inventory and all authorized and approved changes to the inventory by type of action – renovation, demolition, sale or grant, privatization, construction, etc.

- k. Electronic file (database) of the current rental listings maintained by the installation 's housing office.

- l. List of persons and organizations knowledgeable about the local housing market.

- m. Identify and describe unique aspects of the community that would particularly influence the housing market or the availability of housing to the military. Examples are agricultural, seasonal patterns, building trends, vacancy rates, market growth, economy changes and trends, etc.

- n. Provide IUS data on utilization, occupancy and turnover rate.

- o. Estimate the average number of years it takes for the installation 's entire military population to turn over.

- p. Provide a Housing Office "Welcome" package, if available.

- q. Provide a summary in electronic form of the places of residence of military personnel by accompaniment status (accompanied vs. unaccompanied). Places of residence may be zip codes, cities, or other appropriate geographic designation.

SKILL SET:

Personnel must have **experience** in conducting HRMAs for the military throughout CONUS and OCONUS. Personnel must have knowledge of the process that OSD has directed all the services to use. Personnel must be familiar with military service acronyms and database systems.

The contractor shall be responsible for employing technically qualified personnel to perform the work specified in this statement of work. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements. The work history of each contractor employee must contain experience directly related to the task and functions he/she is intended to perform under this contract.

Contractor should have experience and understandings of the dynamic of housing markets including the economic and demographic factors that serve as indicators of market changes and trends. Contractor should have performed over 100 successful HRMAs with the military service CONUS and overseas. Contractor should have knowledge and understanding of

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the OSD models required for HRMAs. Knowledge of the military bases and local market conditions surrounding the base. Understanding the data information provided such as the Navy's baseloading system, BAH criteria, and OSD guidance/policies for requirements.

The Government reserves the right, during the life of the resulting contract, to request work histories on any contractor employee for the purposes of verifying compliance with the above requirements; additionally, the government reserves the right to review resumes of contractor personnel proposed to be assigned. Personnel assigned to, or utilized by, the contractor in performance of work shall be fully capable of performing the contemplated functions of the respective labor categories in an efficient, reliable, and professional manner.

LEVEL OF EDUCATION/EXPERIENCE:

Sr. Management Consult

Education: Minimum education B.S or equivalent

General Experience: 10-13 years of Navy Housing Experience

Specialized Experience: Experience conducting HRMAs (Full/Refresh) with the Navy for both families and bachelors housing requirements. This experience should include conducting HRMAs at CONUS and overseas locations. Overall skill mix of the proposal staff to accomplish all the efforts of the Statement of Work (SOW). Knowledge/experience with basic module Electronic Navy Housing website (eNH). Sr. Management Consult must have expertise in spreadsheet, presentation, correspondence and report preparation as well as database manipulation.

Management Consultant III

Education: Minimum education B.S or equivalent

General Experience: 5-7 years of Navy Housing Experience

Specialized Experience: Conduct full and refresh HRMAs at Navy locations throughout CONUS and overseas locations. Conduct on-site visits and data collections. Leads presentations. Develops market and analytic models for the HRMA process. Recent specialized experience with the Navy Family and Bachelor Housing Requirement Market Analysis process and overall skill mix of the proposal staff to accomplish all the efforts of the Statement of Work (SOW). This Experience and qualifications should include but no limited to the Navy Family and Bachelor Housing Requirement Market Analysis and Community Housing Survey process. This experience includes developing analytic models for the HRMA analysis and knowledge/experience with basic module Electronic Navy Housing website (eNH).

Management Consultant II

Education: Minimum education B.S. or equivalent

General Experience: 3-4 years of Navy Housing Experience

Specialized Experience: Conducts on site visits and data collection. Lead report presentations. Provides quality assurance reviews. This experience should include conducting HRMAs at CONUS and overseas locations. Develops analytic model for the HRMA analysis. Recent specialized experience with the Navy Family and Bachelor Housing Requirement Market Analysis process and overall skill mix of the proposal staff to accomplish all the efforts of the Statement of Work (SOW). This experience and qualifications should include but not limited to the Navy Family and Bachelor Housing Requirement Market

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Analysis and Community Housing Survey process. This experience includes developing analytic model for the HRMA analysis and knowledge/experience with basic module Electronic Navy Housing website (eNH).

Associate Management Consultant

Education: Minimum education B.S. or equivalent

General Experience: 1-2 years of Navy Housing Experience

Specialized Experience: Support full and refresh HRMAs at Navy locations throughout CONUS and overseas location. Conducts market research and provides database support. Recent specialized experience with the Navy Family and Bachelor Housing Requirement Market Analysis process. Experience and qualifications with the Navy Family and Bachelor Housing Requirement Market Analysis process. This experience includes conducting market research, providing database support developing analytic models for the HRMA Knowledge/experience with basic module Electronic Navy Housing website (eNH).

Admin II

Education: Minimum Associate Degree

General Experience: 1-2 years of Navy Housing Experience

Specialized Experience: Experience in supporting full and refresh HRMAs at Navy locations throughout CONUS and overseas locations. Supports on -site visits and data collection. Recent experience with the Navy Family and Bachelor Housing Requirement Market Analysis process. Experience and qualifications with the Navy Family and Bachelor Housing Requirement Market Analysis and Community Housing Survey process. This experience includes supporting full and refresh HRMAs, support on-site visits and data collection.

Principal Management Consultant I

Education: Minimum education B.S. or equivalent

General Experience: 2-3 years of Navy Housing Experience

Specialized Experience: Familiar with Navy Housing location throughout CONUS and overseas locations. Conducts market research and provides database analysis. Support full and refresh HRMA. Provides GIS and mapping support, document control and report production Recent experience with the Navy Family and Bachelor Housing Requirement Market Analysis process. Experience and qualifications with the Navy Family and Bachelor Housing Requirement Market Analysis process. This includes conducting market research and provides database analysis. This experience includes developing analytic models for the HRMA analysis and experience with basic module Electronic Navy Housing website (eNH). Provides GIS and mapping support, document control and report production Support on -site visits and data collection This experience includes production, design and program management of the HRMA and the Basic module (eNH systems).

PERIOD OF PERFORMANCE:

The period of performance shall be date of award and continue for one year thereafter with four option years.

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PLACE OF PERFORMANCE:

12.1 Contractor work will be performed at various CONUS OR OCONUS military installations as prescribed by the CNI Housing. No travel is required for update HRMAs.

Installation	REGION	Contractor	TYPE
CONUS			
PPV NW REGION			
EVERETT WA NAVSTA	NORTHWEST	SAIC	Update
WEST SOUND WA NC	NORTHWEST	SAIC	Update
WHIDBEY ISLAND WA NAS	NORTHWEST	SAIC	Update
SW REGION			
NB FALLON, NV	SOUTHWEST	SAIC	Update
NAS LEMOORE CA NAS	SOUTHWEST	SAIC	Update
SE REGION			
	SOUTHEAST	SAIC	
PPV MID ATLANTIC I			
SUGAR GROVE WV NSGA	MID ATLANTIC	SAIC	Full
HAMPTON ROADS VA NC	MID ATLANTIC	SAIC	Update
INDIAN HEAD MD NSWC	MID ATLANTIC	SAIC	Update
PATUXENT RIVER MD NAWC	MID ATLANTIC	SAIC	Update
DAHLGREN VA NSWC	MID ATLANTIC	SAIC	Update
ANNAPOLIS, MD NC	MID ATLANTIC	SAIC	Update
PPV NORTHEAST			
COLTS NECK NJ NWS EARLE	MID ATLANTIC	SAIC	Update
LAKEHURST NJ NAES	MID ATLANTIC	SAIC	Update
MITCHELL FIELD NY	MID ATLANTIC	SAIC	Update
NEW LONDON CT/GROTON NSB	MID ATLANTIC	SAIC	Update
NEWPORT RI NAVAL STATION	MID ATLANTIC	SAIC	Update
PORTSMOUTH NH NSY	MID ATLANTIC	SAIC	Update
SARATOGA SPRINGS NY NSU	MID ATLANTIC	SAIC	Update
PPV MID WEST			
GREAT LAKE IL NC	MID WEST	SAIC	Update
CRANE IN NSWC	MID WEST	SAIC	Update
MIDSOUTH	MID WEST	SAIC	Update
MID ATLANTIC-NDW REGION			
MECHANICSBURG, PA	MID ATLANTIC	SAIC	Update

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WALLOPS IS VA SURFCOMBATSYSCEN	MID ATLANTIC	SAIC	Update
NS ANACOSTIA/Bethesda	NDW	SAIC	FULL

***SUBJECT TO CHANGE**

TRAVEL: If applicable, include the following: “The government will provide reimbursement for approved travel at prevailing rates in accordance with the Joint Travel Regulations at an amount not to exceed \$15148.52. Travel receipts must be provided with the invoice.”

All travel shall be in accordance with the Government’s Joint Travel Regulations (JTR) or Federal Travel Regulation (FTR). Travel vouchers and supporting documents must be presented for payment within 10 days after completion of the travel.

16.2 Travel will be required as a condition of contractor performance, the following trips are estimated:

Purpose	Location	Trips	Travelers	Duration
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OPTION YEAR 4

Full HRMA	SUGAR GROVE, WV	1	3	5 DAYS
FULL HRMA	ANACOSTIA/	1	4	5 DAYS

COMMUNITY HOUSING SURVEY

SUGAR GROVE, WVA

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16.3 Trip Report. A trip report shall be submitted 10 days following the completion of required travel. Report shall include as a minimum, the purpose of the trip, date of travel, labor category and significant outcome of the trip.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2001	Sr. Management Consultant (O&MN,N)	420.0	LH	████████	████████
200101	ACRN AA (O&MN,N)				
200102	ACRN AB (O&MN,N)				
2002	Management Consultant III (O&MN,N)	280.0	LH	████████	████████
200201	ACRN AA (O&MN,N)				
200202	ACRN AB (O&MN,N)				
2003	Management Consultant II (O&MN,N)	1025.0	LH	████████	████████
200301	ACRN AA (O&MN,N)				
200302	ACRN AB (O&MN,N)				
2004	Associate Management Consultant (O&MN,N)	1025.0	LH	████████	████████
200401	ACRN AA (O&MN,N)				
200402	ACRN AB (O&MN,N)				
2005	Administrator II (O&MN,N)	429.0	LH	████████	████████
200501	ACRN AA (O&MN,N)				
200502	ACRN AB (O&MN,N)				
2006	Travel - ██████████ estimated (O&MN,N)	1.0	LO	████████	████████
200601	ACRN AA (O&MN,N)				
200602	ACRN AB (O&MN,N)				
5001	Option Year 1 (TBD)	481.0	LH	████████	████████
500101	ACRN AC BACHELOR HOUSING [200 LABOR				

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HOURS]
(O&MN,N)

500102 ACRN AD
FAMILY HOUSING
[249 LABOR HOURS]
(OTHER)

5002 CLIN Not Used - 385.0 LH
Management
Consultant III,
option I (TBD)

500201 ACRN AC
BACHELOR HOUSING
[145 LABOR HOURS]
(O&MN,N)

500202 ACRN AD
FAMILY HOUSING
[240 LABOR HOURS]
(OTHER)

5003 CLIN Not Used - 394.0 LH
Management
Consultant II,
Option I (TBD)

500301 ACRN AC
BACHELOR HOUSING
[76 LABOR HOURS]
(O&MN,N)

500302 ACRN AD
FAMILY HOUSING
[230 LABOR HOURS]
(OTHER)

5004 CLIN Not Used - 155.0 LH
Associate
Management
Consultant,
Option I (TBD)

500401 ACRN AC
BACHELOR HOUSING
[75 LABOR HOURS]
(O&MN,N)

500402 ACRN AD
FAMILY HOUSING
[80 LABOR HOURS]
(OTHER)

5005 CLIN Not Used - 351.0 LH
Administrator II,
Option I (TBD)

500501 ACRN AC
BACHELOR HOUSING
[75 LABOR HOURS]
(O&MN,N)

500502 ACRN AD

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FAMILY HOUSING [80 LABOR HOURS] (OTHER)					
5006	CLIN Not Used - Travel, Option I - NOT EXERCISED THIS OPTION PERIOD (TBD)	1.0	LO	██████████	██████████
5008	Labor - Family Housing, Option Period II (OTHER)	1.0	LO	-\$ ██████████	██████████
5009	Other Direct Charges (ODCs) - Family Housing, Option Period II (OTHER)	1.0	LO	██████████	██████████
5010	Labor - Bachelor Housing, Option Period II (O&MN,N)	1.0	LO	-\$ ██████████	██████████
5011	Other Direct Charges (ODCs) - Bachelor Housing, Option Period II (O&MN,N)	1.0	LO	-\$ ██████████	██████████
5012	CLIN NOT USED (O&MN,N)	1.0	LO	\$0.00	\$0.00
5013	CLIN NOT USED, TRAVEL (O&MN,N)	1.0	LO	\$0.00	\$0.00
5015	Labor, Family Housing, Option Period III (OTHER)	1.0	LO	-\$ ██████████	██████████
5016	Other Direct Charges (ODCs), Option Period III (OTHER)	1.0	LO	██████████	██████████
5017	Labor, Bachelor Housing, Option Period III (O&MN,N)	1.0	LO	██████████	██████████
5018	Other Direct Charges (ODCs), Option Period III (O&MN,N)	1.0	LO	██████████	██████████
5019	NOT USED THIS OPTION PERIOD (O&MN,N)	1.0	LO	\$0.00	\$0.00
5020	NOT USED THIS OPTION PERIOD (O&MN,N)	1.0	LO	\$0.00	\$0.00

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5022	Labor Family Housing Option Period IV (O&MN,N)	1.0	LO	██████████	██████████
5023	Other Direct Charges (ODC's), Family Housing Option Period IV (OTHER)	1.0	LO	██████████	██████████
5024	Labor Bachelor Family Option Period IV (OTHER)	1.0	LO	██████████	██████████
5025	Other Direct Charges (ODC's), Bachelor Family Option Period IV (O&MN,N)	1.0	LO	██████████	██████████
5026	NOT USED THIS OPTION PERIOD (O&MN,N) Option	329.0	LH	██████████	██████████
5027	NOT USED THIS OPTION PERIOD (O&MN,N) Option	1.0	LO	██████████	██████████
5029	ODCs				██████████
502901	NOT USED THIS OPTION PERIOD (O&MN,N)	1600.0	LH	██████████	██████████
502902	NOT USED THIS OPTION PERIOD (OTHER)	2400.0	LH	██████████	██████████

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

The objective of this work effort is to provide a Housing Requirement Market Analysis (HRMA) for Navy personnel stationed at CONUS and OCONUS locations, using current CNI criteria in conformance with guidance issued by the Office of the Secretary of Defense (OSD). Current OSD policy specifies that any government-financed housing project shall be considered only when it has been demonstrated that the local market is unable to meet government requirements for adequate housing. Adequate housing is defined to be within a reasonable commute of the installation; affordable for military personnel; acceptable in quality; and with the proper number of bedrooms given household sizes and military ranks.

The HRMA/HRMA Update projects requirements for military housing as the sum of the floor (minimum) requirement and the community housing shortfall. Floor requirements are established based on CNI policies consistent with OSD guidance. Assessment of the ability of the community to meet military needs determines the magnitude of the community housing shortfall. OSD has approved static and dynamic models for estimating the community housing shortfall. The HRMA will compute requirements both with a floor requirement and without a floor requirement and using both the static and dynamic models. CNI will determine whether the floor/no floor requirement and static or dynamic model before the start of report.

The study focuses on the private-sector rental housing that may be available to military personnel in the market area. The Contractor shall conduct an analysis of present and prospective housing demand and supply relationships in the local housing market in order to assess the private sector's ability to provide adequate support for the future (five year hence) housing needs of military personnel located at the installation. The Contractor shall comprehensively evaluate the current and prospective dynamic forces affecting economic, demographic, and housing conditions, as well as housing inventory trends, in order to quantify the local supply of and demand for housing.

The contractor shall prepare a survey instrument to be administered to all Navy personnel. The survey will collect data on marital status, dual military households, family size, type, size and location of housing, homeownership, and the monthly cost of rent, utilities and rental insurance. The contractor shall design the survey instrument and an introductory letter, and support Housing Office staff in the administration of the survey and the processing of the completed forms. The contractor shall analyze the results of the survey, and prepare a report describing the results.

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This a time and material contract

DEFINITIONS AND APPLICABLE DOCUMENTS

The contractor shall perform the specified work in this task order to the best of their abilities while staying within the award ceiling price. This effort includes providing required personnel who are qualified, sufficiently trained, and properly supervised following accepted industry best practices and methodologies. The effort is further characterized by endeavoring to use effective and efficient methods and demonstrating sound cost control.

4.2 Acronyms

CNIC – Commander, Navy Installations Command

HRMA – Housing Requirement Market Analysis

DoD – Department of Defense

OSD – Office of the Secretary of Defense

MFH – Military Family Housing

BAH – Basic Allowance for Housing

OOP – Out of Pocket

VHA – Variable Housing Allowance

CONUS – Continental United States

OCONUS – Outside Continental United States

OHA – Overseas Housing Allowance

SOW – Statement of Work

COR – Contracting Officer’s Representative

POC – Point of Contact

RA – Resident Advisor

R19 - Bachelor Housing Requirement Determination

1523 – Military Housing Justification

DoDDS – Department of Defense Dependent School

IUS – Inventory Utilization System

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FULL HRMA – The purpose of the HRMA is to determine the ability of the local community to meet the needs of accompanied and unaccompanied military personnel for adequate housing. The HRMA is a detailed study of housing demand and supply within a defined market area. The HRMA provides civilian and military planners with necessary information such that action may be taken, where warranted, to meet the housing needs of military personnel and their families.

HRMA UPDATE – The HRMA Update accomplishes the goals of the HRMA but uses a streamline analysis process. The definition of the market area and the extent of unsuitable housing are assumed to be the same as in the most recent HRMA for the location.

COMMUNITY HOUSING SURVEY - The contractor shall assist in conducting a survey of personnel to collect information to be used during the performance of HRMA. The survey will provide current data on accompaniment rates, family sizes, and homeownership rates of Navy personnel stationed at various locations, as well as data on the rental costs paid by Navy personnel.

List of instructions and websites:

INSTRUCTIONS

Department of Defense Housing Management– 4165.63M
 Deputy Secretary of Defense– Memorandum For Secretaries of the Military Departments
 Directors of the Defense Agencies– Housing Requirements Determination Process
 Policy Guidance

WEBSITE: Department of Defense Per Diem, Travel and Transportation Allowance Committee–
<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

STATEMENT OF WORK (APPROACH/METHODOLGY/TASKS)

The Contractor shall provide technical services in support of each member's initiatives and assigned missions. The work effort is to provide the support required to achieve the desired degree of responsiveness essential to accommodate workload demands. Specific work shall include, but not be limited to the following:

Estimated Work Requirement: For purposes of indicating scope of work only, the Government estimate for the work to be performed in the period of performance of this SOW is included below. This estimate is the Government's interpretation of the requirement and is not intended to be binding

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on either party or to be the only possible solution to the requirement. The hours to be performed may vary over the course of the period of performance.

<u>Skill Level Off-site</u>	<u>Projected hours</u>
Principal Management Consultant	423
Senior Management Consultant	240
Management Consultant III	574
Management Consultant II	1196
Assoc. Management Consultant	1202
Administrator II	329

FULL HRMA - The date of the Orientation Meeting sets the time frame for the HRMA. This date sets the current year of the analysis with the future year, five years hence. It also sets all analytical parameters such as market conditions, authorized manpower, MFH inventory, BAH rates, and exchange rates for overseas locations, as applicable to the analysis.

UPDATE HRMA - The date of the kickoff teleconference sets the time frame for the HRMA Update. This date sets the current year of the analysis with the future year, five years hence. It also sets all analytical parameters such as market conditions, authorized manpower, MFH inventory, BAH rates, and exchange rates for overseas locations, as applicable to the analysis.

COMMUNITY HOUSING SURVEY – This survey of personnel will supply valuable inputs to the HRMA, which in turn will provide civilian and Navy planners with the necessary decision support information such that action may be taken, where warranted, to meet housing needs of base personnel and their families.

TASKS

Tasks to be completed by the Contractor shall include but not be limited to the following:

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Task 1. Orientation Meeting (FULL HRMA): The Contractor shall attend and participate in an Orientation Meeting at the Military Installations with the installation Housing Personnel and the Governments Project Manager. The purpose of the meeting shall be to: (a) discuss special issues and assumptions to be used in the analysis; (b) review the study work schedule; (c) discuss housing market area; (d) identify on-base and off-base personnel and community officials relevant to housing information; (e) discuss the processes used to obtain information and data; and (f) review the study methodology. The Government Furnished Materials are to be delivered at the time of the Orientation Meeting. Subsequent changes to this information may impact the analysis and may require re-analysis that may delay the scheduled deliverables and/or require additional funds. The contractor shall be responsible for recording and documenting items of discussion/decision for this and all subsequent meetings, interviews, or telephone conversations.

Kickoff Teleconference (UPDATE HRMA): The Contractor shall participate in a Kickoff Teleconference with the regional Housing Personnel and other staff as designated by the Governments Project Manager. The teleconference shall address: (a) special issues and assumptions to be used in the analysis, including those factors which will be assumed to be unchanged from the most recent HRMA for each installation; (b) the study schedule; (c) the housing market area; (d) on-base and off-base personnel and community officials relevant to housing information; (e) processes used to obtain information and data; and (f) study methodology. The Government Furnished Materials are to be delivered in electronic or paper form at the time of the Kickoff Teleconference. Subsequent changes to this information may impact the analysis and may require reanalysis that may delay the scheduled deliverables and/or require additional funds. The contractor shall be responsible for recording and documenting items of discussion and decision for this and all subsequent meetings, interviews, or telephone conversations.

Orientation Meeting (COMMUNITY HOUSING SURVEY): The Contractor shall attend and participate in an Orientation Meeting at the Military Installations with the installation Housing Personnel and the Governments Project Manager. The purpose of the survey orientation meeting shall be to:

- a. Review purpose and objectives of the survey
- b. Discuss special issues
- c. Review the survey work schedule
- d. Discuss the steps needed to administer the survey and process the data from the collected forms

CNI personnel will provide guidance to the Contractor in preparing the survey. CNI/Region/Installation will participate in all areas of discussion, coordination and decisionmaking during the orientation meeting as well as all other elements of the survey development. The contractor shall be responsible for recording and documenting items of discussion/decision for this and all subsequent meetings, interviews or telephone conversations.

Task 2. HRMA Project Management Plan: Contractor shall furnish the Government a completed HRMA/Survey Project Management Plan (PMP). In addition to defining the methodology, the HRMA/Survey process, and schedule, the PMP shall serve as a partnering agreement among all parties relevant to a successful and timely completion of the HRMA/Survey. The PMP shall define the roles and the responsibilities of CNI, the Region, the installation housing manager, HRMA contractor and the Community Housing Survey contractor.

Task 3. Housing Market Area Definition: FULL HRMA – Applying the specified time/distance criteria, the Contractor will establish the housing market area appropriate to the installation. Establishment of the market shall consider secondary road systems, typical weather conditions and other impediments to commuter travel. A final definition of the housing market area will be submitted for government approval.**UPDATE HRMA -** The housing

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market area defined for this HRMA Update is the same as that determined for the most recent HRMA for the location. The Contractor shall submit a current map of this market area for Government use.

Design of Survey Form and Introductory Letter (COMMUNITY HOUSING SURVEY): A survey form and draft letter from the Commanding Officer introducing the survey and requesting service member cooperation will be furnished by the Contractor.

Task 4. Monthly Progress Reports: The Contractor shall furnish the Government's Project Manager a monthly progress report briefly describing work completed and anticipated for the preceding and following 30day period, respectively. The Government's Project Manager will assess each report and provide guidance to the Contractor as needed. The progress reports shall be submitted no later than 15 days following the month being reported.

Task 5. On-Site Data Collection (FULL HRMA): Critical information on the local housing supply includes the number, quality, and cost of rental units in each market segment as defined by price and number of bedrooms. Information gathered from city and county planners and engineers, county assessors, representatives of local boards of Realtors, real estate developers, bankers, census publications, and others is to be utilized to estimate the current and future housing inventory. This information is to be disaggregated by housing type (i.e., single and multi-family housing units, etc.), bedroom mix, tenure of occupancy and occupancy cost. The duration of each visit will vary from one to two weeks depending upon the installation size, inventory and extent and diversity of the market. A detailed local market assessment shall be conducted to determine housing type, size and associated amenities that can be rented with Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA) and the published out of pocket (OOP) levels as compared to the DoD and Navy criteria. A survey of unsuitable housing areas will also be conducted to confirm areas which are unsuitable due to health and safety concerns related to housing location. The Contractor shall create a list of the unsuitable housing areas identified by the installation by census tract or zip code as well as recommend other housing areas that should be considered unsuitable by Navy standards. (Community Housing Survey): The contractor shall work with Housing Office and other installation personnel to ensure the successful administration of the survey.

Telephone Data Collection (UPDATE HRMA): Critical information on the local housing supply includes the number, quality, and cost of rental units in each market segment as defined by rental cost and number of bedrooms. Information gathered via telephone or the Internet from newspaper classified listings, property managers, city and county planners and engineers, county assessors, representatives of local boards of Realtors, real estate developers, bankers, census publications, military housing office personnel, and others is to be utilized in combination with data previously collected for the installation for the prior HRMA to estimate the current and future housing inventory. This information is to be disaggregated by housing type (i.e., single and multifamily housing units, etc.), bedroom mix, tenure of occupancy, and rental cost. The extent of unsuitable rental housing in the market area is to be determined from estimates prepared for the prior HRMA for the area. Military personnel, Basic Allowance for Housing (BAH), and Out-of-Pocket (OOP) expenses will be based on the most recent base loading projections and OSD data provided by CNI. BAH, OOP, and rental costs shall be the year coinciding with the Orientation Meeting or Kickoff Teleconference. Total military personnel, effective family housing requirements, family homeowners, total bachelors, and the bachelors required to live on base will be as determined and provided by CNI.

Task 6. Analysis: The Contractor will analyze present and projected private-sector housing supply and demand relationships in order to determine the ability of the private sector to support the needs of accompanied and unaccompanied military personnel and their families for adequate housing. The principal goal is to evaluate the current and prospective dynamic forces affecting economic, demographic, and housing inventory trends in order to estimate local housing market characteristics. The analysis will identify existing suitable community housing

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assets and vacancies which are likely to be available in the projected year. Updated information gathered via telephone and the Internet shall be combined with data gathered from various source publications (i.e. Census, local governments, local building officials, etc.) and local building activity data such that estimates of current and future adequate community housing can be made. Housing supply conditions will be analyzed in terms of number, type, occupancy cost, adequacy, and bedroom mix. The procedures established by CNI and approved by OSD will be followed to determine the floor housing requirement (as applicable), the community housing shortfall, and the resulting total housing requirement for the installation. The analysis will include the following steps:

- a. Determine Market Area
- b. Establish Effective Military Families
- c. Determine Floor Housing Requirement (analyzed but not reported)
 - Community
 - Key and Essential
 - Historic
 - Quality of Life (Targeted Economic Relief)
- d. Determine Private Sector Requirement
- e. Compute Military Market Share for Each Market Segment using Integrated Static Dynamic Model Approved by OSD
- f. Compare Military Share to Military Requirement to Determine Community Shortfall
- g. Calculate Total Military Housing Requirement as the Sum of the Floor Housing Requirement and the Community Shortfall

Contractor shall input analysis results into the Electronic Navy Housing (eNH).

Survey Data Analysis: The contractor shall analyze the process data entered from the survey forms and organize the results of the analysis into tables and formats directly applicable to the HRMA.

DELIVERABLES (HRMA/HRMA UPDATE):

All deliverable defined in this SOW shall be submitted under official company letterhead signed by a designated company representative. The cover letter shall be addressed to the COR and primary POC. A copy shall be sent to the CNI. The cover letter shall include as a minimum, the title of the applicable deliverable, date performed, and the appropriate contract number or purchase order number to which the deliverable applies.

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Preliminary Report: The Contractor shall prepare and deliver a Preliminary Report for review by the Government. The Government's Project Manager will review the report with the region and installation and will provide consolidated review comments to the Contractor within five (5) days following its receipt. The preliminary report shall include all basic components of the final report in order to allow for adequate presentation and review of the document. At a minimum, the report shall include a map depicting the housing market area, existing and projected military demand, the condition, size and trends in private sector housing supplies (renter vs. homeowner, cost, quality, and vacancies). In addition, the report should list the major assumptions used in developing the analysis (i.e., marital factors, housing allowances, etc.) and a summary of observations and economic conditions based on research and interviews. The report will also include a description of current market conditions and changes to the economy that will influence the projections.

Preliminary Report Presentation and Review Meeting: (FULL HRMA) The Contractor shall make a verbal presentation of the results of the HRMA to Government officials in person at the location. The Contractor will receive additional verbal comments on the report during this meeting. The Contractor will respond to the comments in writing indicating concurrence with the comments or providing justification for nonconcurrence. The Government's Project Manager will review the responses and provide concurrence via email or written correspondence.

No Preliminary Report Presentation and Review Meeting is needed for Update HRMA.

Draft Report: The Contractor shall, upon notice by the Government's Project Manager, produce and deliver the Draft Report. The Draft Report shall incorporate government comments on the Preliminary Report.

Draft Report (Community Housing Survey): The Contractor shall prepare and deliver a Draft Report for review by the Government. CNI, Region and Installation will review the report and provide consolidated comments to the Contractor within five (5) days following its receipt. The Draft Report shall include all basic components of the Final Report in order to allow for adequate presentation and review of the document. At a minimum, the report shall include a description of the percentage of personnel accompanied by dependents, the percentage of dual military households, family sizes, the housing choices of military members (including type, size and location of residences, and homeownership), the monthly costs of rent, utilities and rental insurance, and the percentage of BAH spent on these housing costs. In addition the report should describe the methodology used in conducting the survey. All charts and tables will reflect individual pay grades, not grouping (i.e., E1, E2, and E3 rather than E1 E3 combined, etc.)

Final Report: The Contractor shall, upon notice by the Government's Project Manager, produce and deliver the Final Report. The Final Report shall incorporate government comments on the Draft Report. All copies shall be bound in three-ring binders. Additionally, the Contractor will deliver to the Government's Project Manager one copy of the Final Report in electronic format.

Final Report (Community Housing Survey): The Contractor shall prepare and deliver the Final Report following receipt of all Government review comment on the Draft Report. The Final Report shall incorporate government comments provided on the Draft Report. All copies shall be bound in binders. Additionally, the Contractor will deliver to each recipient one copy of the Final Report in electronic format

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Backup Materials: The Contractor will deliver to the Government Project Manager an electronic (CD) copy of appropriate backup material used in the analysis– **Community Housing Survey**).

Survey Implementation Support (COMMUNITY HOUSING SURVEY): The contractor shall distribute the surveys through their office.(if mailed)

Data Processing Support (COMMUNITY HOUSING SURVEY): The contractor shall process the survey from their office.

The following are considered deliverable items and the Contractor shall be required to provide the number of copies identified:

PROJECT DELIVERABLE DISTRIBUTION SCHEDULE			
Item	Deliverable No.	CNI	Region/Activity
Project Management Plan	1	E	E
Housing Market Area Map	2	E	E
Monthly Progress Reports	3	E	E
Preliminary Report	4	E	E
Draft Report	5	E	E
Final Report	6	E, 2	E, 4
Backup Materials	7	E (CD)	

Note: E = electronic copy.

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SCHEDULE OF WORK:

Work by the Contractor under this delivery order is to begin as soon as possible following the Government's issuance of the Notice to Proceed. Deliverables due to the Government under this delivery order are to be submitted in accordance with the following schedule unless otherwise directed by the Government's Contracting Officer. The schedule will be modified when there are changes in the Government Furnished Materials subsequent to the analysis or when major market changes occur during the course of the study(**UPDATED HRMA**)

PROJECT WORK SCHEDULE			
Task No.	Description	Deliverable No.	Submittal Due
	Kickoff Teleconference	N/A	5 days from Notice to Proceed
1	Project Management Plan	1	5 days from Kickoff Teleconference
2	Housing Market Area Map (Confirm)	2	15 th day of the month following the month being reported
3	Monthly Progress Report	3	40 days from receipt of government materials
6	Preliminary Report	4	7 days from delivery of Preliminary Report
8	Draft Report	5	10 days from receipt of government comments
9	Final Report	6	10 days from receipt of government comments
10	Backup Material	7	10 days from Final Report submittal

(FULL HRMA)

PROJECT WORK SCHEDULE			
Task No.	Description	Deliverable No.	Submittal Due
	Orientation Meeting	N/A	15 days from Notice to Proceed
1	Project Management Plan	1	20 days from Notice to Proceed
2	Housing Market Area Map	2	15 days from Orientation Meeting

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3	Monthly Progress Reports	3	15 th day of the month following the month being reported
6	Preliminary Report	4	60 days from receipt of government materials and government acceptance of market area definition
7	Preliminary Report Presentation and Review Meeting	N/A	7 days from delivery of Preliminary Report
	Response to Comments on Preliminary Report	N/A	5 days from receipt of all comments on Preliminary Report
8	Draft Report	5	10 days from concurrence with contractor's responses to comments
	Response to Comments on Draft Report	N/A	5 days from receipt of all comments on Preliminary Report
9	Final Report	6	30 days from concurrence with contractor's responses to comments
10	Backup Material	7	10 days from Final Report submittal

DELIVERABLES – COMMUNITY HOUSING SURVEY

The following are considered deliverable items and the Contractor shall be required to provide the number of copies identified:

PROJECT DELIVERABLE DISTRIBUTION SCHEDULE			
Item	Deliverable No.	Installation	CNI
Project Management Plan	1	E	E
Survey Form and Introductory Letter	2	E	E
Monthly Progress Reports	3	E	E
Draft Report	4	E	E
Final Report	5	E, 3	E, 1
Backup Materials	6		E (CD)

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Note: E = electronic copy

SCHEDULE OF WORK – COMMUNITY HOUSING SURVEY

Work by the Contractor under this delivery order is to begin as soon as possible following the Government's issuance of the Notice to Proceed. Deliverables due the Government under this delivery order are to be submitted in accordance with the following schedule unless otherwise directed by the Government's Contracting Officer.

PROJECT WORK SCHEDULE			
Task No.	Description	Deliverable No.	Submittal Due
1	Orientation Meeting	N/A	15 days from Notice to Proceed
2	Project Management Plan	1	At Orientation Meeting
3	Survey Form and Introductory Letter	2	At Orientation Meeting
4	Monthly Progress Reports	3	15 th day of the month following the month being reported
8	Draft Report	4	30 days from receipt of processed data
9	Final Report	5	10 days from receipt of government comments
10	Backup Material Furnished to Government	6	10 days from Final Report submittal

SPECIAL CONSIDERATIONS:

Deliverable Criteria: Final trim size of all delivered documents shall be 8.5 x 11 inches. Image size of standard text shall not exceed 7 x 10 inches. Avoid the use of oversized illustrations, charts, maps or art works. Foldouts shall not exceed 11 x 17 inches with a maximum image size of 9.75 x 15.5 inches. Color reproduction shall convey all intended information when copied in black and white. Contractor shall also make delivery of the final report via electronic media in a software format of Microsoft Word and Adobe Acrobat PDF.

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Records: The Contractor is required to provide a record of all significant conferences, meetings, discussions, verbal directives, telephone conversations, etc., with government representatives relative to this contract in which the Contractor and/or designated representatives participated. The Contractor shall be required to provide a record of requests for and/or receipt of government furnished material or data that, if not furnished in a timely manner, would significantly impair the normal progression of work under this contract.

PERFORMANCE STANDARDS AND QUALITY MEASUREMENT

On the 10th of each month, the contractor must provide a detailed monthly status report to include all deliverables to the Government for review and acceptance. This report shall outline in depth all milestones achieved in the previous month. The Government will be given five business days to review and provide acceptance or rejection of the deliverables defined in the status report.

RISK AND CONTSTRAINTS

The contractor must have at least ten years of experience with Navy and other military HRMAs. The current HRMA program is essential to and integrated into various housing metrics such as the housing accreditation program, etc. An experienced contractor must be able to mirror the current HRMA program to ensure we maintain the integrity of the current process and its correlation to the related housing processes.

KEY PERSONNEL REPLACEMENT AND SUSTITUTION

The Senior Management Consultant, Management Consult III, Management Consult II, Associate Management Consultant, Admin II, are considered key personnel. The tasks in the Statement of Work require specialized skills and diplomacy due to the nature of the projects.

The Contractor shall not substitute key personnel assigned to perform work under this

contract without the prior approval of the Contracting Officer. Requests for approval of substitutions shall be in writing and shall provide a detailed explanation of the circumstance necessitating the proposed substitutions. This request must contain a complete resume for the proposed substitute, and any other information requested or needed by the Contracting Officer to approve or disapprove the request. Proposed substitutes must have qualifications that are equal to or higher than the key personnel being augmented. The Contracting Office's Representative or his authorized representative shall evaluate such requests and promptly notify the Contracting Officer in writing whether the proposed substitution is acceptable.

SUBCONTRACTORS(S)

Consultants and subcontractors, including but not limited to, universities and colleges may be used if beneficial to the Government.

CONFIDENTIALITY

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This project and all materials provided to the Contractor by the Government and results, conclusions and recommendations obtained thereof should be considered confidential in nature and treated with the same level of care that the Contractor treats its own confidential business information. The information shall not be disclosed, copied, modified, used (except in the completion of this project) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government's express consent.

SECURITY/SECURITY CLEARANCES

A security clearance is not required.

SPECIAL REQUIREMENTS/INSTRUCTIONS/CONSIDERATIONS

No data provided to, or developed by, the contractor shall be used for any purpose other than this delivery order. All information (data files and hard copy) become the property of the government and the contractor shall return them to the CNI, Housing at the completion of the task.

Equipment (i.e., computers, furniture, etc.) purchased as "other direct costs" under this contract are the property of the Government and shall be transferred to CNI, Housing at the completions of the task.

Intellectual Property:

The United States Government funds this task order. 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 produced 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.

Section 508:

All Electronic and Information Technology (EIT) produced or 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.access-board.gov/508 htm>.

Public Disclosures: The Contractor shall make no public announcements or disclosures relative to information contained or developed under this contract except as authorized in writing by the Contracting Officer or authorized representative.

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NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

ORGANIZATIONAL CONFLICTS OF INTERESTS

The contractor will acknowledge that it is familiar with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR.

If performance of any SOW requires the contractor (to include subcontractors) to supply technical support related to systems or projects with which the contractor is already directly concerned, either by prime or subcontract, the contractor shall so immediately inform the Contracting Officer. The SOW may be withdrawn if a conflict is found. The contractor shall not undertake performance of any SOW which requires it to supply technical support regarding such systems until the notice is given, and written consent to proceed is issued by the Contracting Officer.

SUPPLEMENTARY AND/OR AGENCY SPECIFIC REGULATIONS

In accordance with FAR 8.404 (b), please indicate whether there are any FAR supplementary regulations or other agency specific regulations required to be included in this order/contract. None know or required.

GOVERNMENT RESPONSIBILITY

The government is responsible for providing the following for this contract:

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Data Responsibility: CNIC

- a. Form 1523 and supporting data for each installation.

- b. Unaccompanied personnel data in spreadsheet form derived from the R19 report for each installation.

- c. The current authorized manpower for the host organization, tenant organizations and independent duty personnel for whom the installation has the responsibility of housing segmented by pay grade. Identify the manpower authorized by each organization.

- d. The authorized manpower projected five years from the current year for the host organization, tenant organizations and independent duty personnel for whom the installation has the responsibility of housing segmented by pay grade. Identify the manpower authorized by each organization.

- e. The current number of military personnel married to other military personnel by pay grade.

- f. The current number of accompanied personnel (married and single w/dependents) by pay grade.

- g. The current number of military families by the number of dependents (including spouse) in the family by pay.

- h. The current number of unaccompanied personnel (single w/out dependents) by pay grade.

Data Responsibility: Region/Activity

- a. Define market area (commute distance will be the defined market area within a sixtyminute commute area). Provide identification of housing areas within the sixty minute market area that is considered unsuitable for housing military personnel. Provide the rationale for the selection (quality of the housing and/or neighborhood, crime rates, health considerations, etc.) Describe the boundaries of each area by street and roads or other geographic features. (FULL HRMA)

- b. Provide the most recent BAH submittal package.

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c. Define installation access/egress points. Provide a list of locations that can be reached within a sixtyminute commute area from the installation's main access/egress points building during peak travel times by private automobile. Consider the availability of access/egress to the installation during peak travel times as well as multiple work centers on the installation. Outline on a local map. (FULL HRMA)

d. Point(s) of Contact at the local Housing Department/Housing Referral/Bachelor Housing Quarters.

e. Provide a summary of waiting times for MFH.

f. A list of Key & Essential (Priority 1) positions and the pay grades of the personnel who fill these positions.

g. The current and projected DoD civilian employees and DoDDS employees for whom housing is the responsibility of the installation's Housing Office by pay grade and the number of DoD and DoDDS civilian families by the number of dependents in the family.

h. Current and projected MFH inventory and grade group and bedroom designations for the installation. Separately identify housing units that are government owned, leased by type of lease, available through privatization agreements or under contract or available through other programs or contracts. Provide a list of current occupancy by pay-grade bedroom.

i. Inventory and grade group designations for onbase historic housing and units eligible for the National Register of Historic Places.

j. Documentation of planned renovation, construction and/or demolition of MFH assets identifying the current actual inventory and all authorized and approved changes to the inventory by type of action— renovation, demolition, sale or grant, privatization, construction, etc.

k. Electronic file (database) of the current rental listings maintained by the installation's housing office.

l. List of persons and organizations knowledgeable about the local housing market.

m. Identify and describe unique aspects of the community that would particularly influence the housing market or the availability of housing to the military. Examples are agricultural, seasonal patterns, building trends, vacancy rates, market growth, economy changes and trends, etc.

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n. Provide IUS data on utilization, occupancy and turnover rate.

o. Estimate the average number of years it takes for the installation's entire military population to turn over.

p. Provide a Housing Office "Welcome" package, if available.

q. Provide a summary in electronic form of the places of residence of military personnel by accompaniment status (accompanied vs. unaccompanied). Places of residence may be zip codes, cities, or other appropriate geographic designation.

SKILL SET:

Personnel must have **experience** in conducting HRMAs for the military throughout CONUS and OCONUS. Personnel must have knowledge of the process that OSD has directed all the services to use. Personnel must be familiar with military service acronyms and database systems.

The contractor shall be responsible for employing technically qualified personnel to perform the work specified in this statement of work. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements. The work history of each contractor employee must contain experience directly related to the task and functions he/she is intended to perform under this contract.

Contractor should have experience and understandings of the dynamic of housing markets including the economic and demographic factors that serve as indicators of market changes and trends. Contractor should have performed over 100 successful HRMAs with the military service CONUS and overseas. Contractor should have knowledge and understanding of the OSD models required for HRMAs. Knowledge of the military bases and local market conditions surrounding the base. Understanding the data information provided such as the Navy's baseloading system, BAH criteria, and OSD guidance/policies for requirements.

The Government reserves the right, during the life of the resulting contract, to request work histories on any contractor employee for the purposes of verifying compliance with the above requirements; additionally, the government reserves the right to review resumes of contractor personnel proposed to be assigned. Personnel assigned to, or utilized by, the contractor in performance of work shall be fully capable of performing the contemplated functions of the respective labor categories in an efficient, reliable, and professional manner.

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LEVEL OF EDUCATION/EXPERIENCE:

Sr. Management Consultant

Education: Minimum education B.S or equivalent

General Experience: 10-13 years of Navy Housing Experience

Specialized Experience: Experience conducting HRMAs (Full/Refresh) with the Navy for both families and bachelors housing requirements. This experience should include conducting HRMAs at CONUS and overseas locations. Overall skill mix of the proposal staff to accomplish all the efforts of the Statement of Work (SOW). Knowledge/experience with basic module Electronic Navy Housing website (eNH). Sr. Management Consult must have expertise in spreadsheet, presentation, correspondence and report preparation as well as database manipulation.

Management Consultant III

Education: Minimum education B.S or equivalent

General Experience: 5-7 years of Navy Housing Experience

Specialized Experience: Conduct full and refresh HRMAs at Navy locations throughout CONUS and overseas locations. Conduct on-site visits and data collections. Leads presentations. Develops market and analytic models for the HRMA process. Recent specialized experience with the Navy Family and Bachelor Housing Requirement Market Analysis process and overall skill mix of the proposal staff to accomplish all the efforts of the Statement of Work (SOW). This Experience and qualifications should include but no limited to the Navy Family and Bachelor Housing Requirement Market Analysis and Community Housing Survey process. This experience includes developing analytic models for the HRMA analysis and knowledge/experience with basic module Electronic Navy Housing website (eNH).

Management Consultant II

Education: Minimum education B.S. or equivalent

General Experience: 3-4 years of Navy Housing Experience

Specialized Experience: Conducts on site visits and data collection. Lead report presentations. Provides quality assurance reviews. This experience should include conducting HRMAs at CONUS and overseas locations. Develops analytic model for the HRMA analysis. Recent specialized experience with the Navy Family and Bachelor Housing Requirement Market Analysis process and overall skill mix of the proposal staff to accomplish all the efforts of the Statement of Work (SOW). This experience and qualifications should include but not limited to the Navy Family and Bachelor Housing Requirement Market Analysis and Community Housing Survey process. This experience includes developing analytic model for the HRMA analysis and knowledge/experience with basic module Electronic Navy Housing website (eNH).

Associate Management Consultant

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Education: Minimum education B.S. or equivalent

General Experience: 1-2 years of Navy Housing Experience

Specialized Experience: Support full and refresh HRMAs at Navy locations throughout CONUS and overseas location. Conducts market research and provides database support. Recent specialized experience with the Navy Family and Bachelor Housing Requirement Market Analysis process. Experience and qualifications with the Navy Family and Bachelor Housing Requirement Market Analysis process. This experience includes conducting market research, providing database support developing analytic models for the HRMA Knowledge/experience with basic module Electronic Navy Housing website (eNH).

Admin II

Education: Minimum Associate Degree

General Experience: 1-2 years of Navy Housing Experience

Specialized Experience: Experience in supporting full and refresh HRMAs at Navy locations throughout CONUS and overseas locations. Supports on-site visits and data collection. Recent experience with the Navy Family and Bachelor Housing Requirement Market Analysis process. Experience and qualifications with the Navy Family and Bachelor Housing Requirement Market Analysis and Community Housing Survey process. This experience includes supporting full and refresh HRMAs, support onsite visits and data collection.

PERIOD OF PERFORMANCE:

The period of performance shall be a base year starting 1 June 2008– 31 May 2009 with four one year options for a total of five years.

PLACE OF PERFORMANCE:

12.1 Contractor work will be performed at various CONUS OR OCONUS military installations as prescribed by the CNI Housing. No travel is required for update HRMAs.

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Base Year - HRMA	
Anacostia Annex	UPDATE HRMA
Indian Head, MD	UPDATE HRMA
Dahlgren, VA NSWC	UPDATE HRMA
Patuxent River, MD NAWC	UPDATE HRMA
Mechanicsburg, PA	UPDATE HRMA
New London CT/GROTON NSB	UPDATE HRMA
Newport, RI NS	UPDATE HRMA
Corpus Christi, TX NC	FULL HRMA
Kingsville, TX NAS	FULL HRMA
Yokosuka Japan	UPDATE
Atsugi Japan NC	UPDATE
Sasebo Japan COMFLTACT	UPDATE

Base Year -Community Housing Survey	
Corpus Christi, TX	
Kingsville, TX NAS	

Option Year 1 - HRMA *	
New London CT/GROTON NSB	FULL/UPDATE HRMA
Fallon, NV	UPDATE HRMA
Lemoore CA NAS	UPDATE HRMA
Sigonella Sicily NAS	FULL HRMA

Option Year 1 -Community Housing Survey *	
New London CT/GROTON NSB	

Option Year 2 - HRMA *	
Lakehurst NJ NAES	UPDATE HRMA
Mitchel Field NY	UPDATE HRMA
New London CT/Groton NSB	UPDATE HRMA
Newport RI NS	UPDATE HRMA
Portsmouth NH NSY	UPDATE HRMA
Saratoga Springs NY NSU	UPDATE HRMA

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Crane, IN NSWC	FULL/UPDATE HRMA
Great Lakes IL NC	FULL/UPDATE HRMA
Mid South TN NSA	UPDATE HRMA
Annapolis, MD NC	UPDATE HRMA
Dahlgren VA NSWC	UPDATE HRMA
Indian Head MD NSWC	UPDATE HRMA
Patuxent River MD NAWC	UPDATE HRMA
Sugar Grove WV NSGA	UPDATE HRMA
Hampton Roads, VA NC	UPDATE HRMA
Colts Neck NJ NWS Earle	UPDATE HRMA
Everett WA NAVSTA	UPDATE HRMA
West Sound WA NC	UPDATE HRMA
Whidbey Island WA NAS	UPDATE HRMA

Option Year 2 -Community Housing Survey *	
Crane, IN NSWC	
Great Lakes IL NC	

Option Year 3 - HRMA *	
Anacostia Annex	FULL/UPDATE HRMA
Mechanicsburg PA NSA	UPDATE HRMA
Charleston SC NC	UPDATE HRMA
Corpus Christi TX NC	UPDATE HRMA
Kingsville TX NAS	UPDATE HRMA
Option Year 3 -Community Housing Survey *	
Anacostia Annex	

Option Year 4 - HRMA *	
Fallon NV NAS	UPDATE
Lemoore CA NAS	FULL/UPDATE
Option Year 4 -Community Housing Survey *	
Lemoore CA NAS	

*SUBJECT TO CHANGE

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TRAVEL: If applicable, include the following: “The government will provide reimbursement for approved travel at prevailing rates in accordance with the Joint Travel Regulations. Travel receipts must be provided with the invoice.”

All travel shall be in accordance with the Government’s Joint Travel Regulations (JTR) or Federal Travel Regulation (FTR). Travel vouchers and supporting documents must be presented for payment within 10 days after completion of the travel.

16.2 Travel will be required as a condition of contractor performance, the following trips are estimated:

Purpose	Location	Trips	Travelers	Duration
BASE YEAR				
Orientation Meeting	Corpus/Kingsville, TX	1	3	5 days
Preliminary Review Mtg.	Corpus/Kingsville, TX	1	2	2 days
OPTION YEAR 1				
HRMA				
Orientation Meeting	New London, CT	1	3	5 days
Preliminary Review	New London, CT	1	2	2 days
Orientation Meeting	Sigonella Sicily NAS	1	3	10 days
Preliminary Review	Sigonella Sicily NAS	1	2	3 days
COMMUNITY HOUSING SURVEY				
OPTION YEAR 2				
HRMA				
Orientation Meeting	Great Lakes, IL	1	3	5 days
Preliminary Review	Great Lakes, IL	1	2	2 days
Orientation Meeting	Crane, IN	1	3	5 days
Preliminary Review	Crane, IN	1	2	2 days
COMMUNITY HOUSING SURVEY				
OPTION YEAR 3				
HRMA				
Orientation Meeting	Anacostia Annex	1	3	5 days
Preliminary Review	Anacostia Annex	1	2	2 days
COMMUNITY HOUSING SURVEY				
OPTION YEAR 4				
HRMA				
Orientation Meeting	Lemoore, CA	1	3	5 days
Preliminary Review	Lemoore, CA	1	2	2 days
COMMUNITY HOUSING SURVEY				

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16.3 Trip Report. A trip report shall be submitted 10 days following the completion of required travel. Report shall include as a minimum, the purpose of the trip, date of travel, labor category and significant outcome of the trip.

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SECTION D PACKAGING AND MARKING

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SECTION E INSPECTION AND ACCEPTANCE

N/A

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

2001	6/1/2008 - 5/31/2009
2002	6/1/2008 - 5/31/2009
2003	6/1/2008 - 5/31/2009
2004	6/1/2008 - 5/31/2009
2005	6/1/2008 - 5/31/2009
2006	6/1/2008 - 5/31/2009
5001	6/1/2009 - 5/31/2010
5002	6/1/2009 - 5/31/2010
5003	6/1/2009 - 5/31/2010
5004	6/1/2009 - 5/31/2010
5005	6/1/2009 - 5/31/2010
5006	6/1/2009 - 5/31/2010
5008	6/1/2010 - 5/31/2011
5009	6/1/2010 - 5/31/2011
5010	6/1/2010 - 5/31/2011
5011	6/1/2010 - 5/31/2011
5012	6/1/2010 - 5/31/2011
5013	6/1/2010 - 5/31/2011
5015	6/1/2011 - 5/31/2012
5016	6/1/2011 - 5/31/2012
5017	6/1/2011 - 5/31/2012
5018	6/1/2011 - 5/31/2012
5019	6/1/2011 - 5/31/2012
5020	6/1/2011 - 5/31/2012
5022	6/1/2012 - 5/31/2013
5023	6/1/2012 - 5/31/2013
5024	6/1/2012 - 5/31/2013
5025	6/1/2012 - 5/31/2013
502901	3/25/2010 - 5/31/2010
502902	3/23/2010 - 5/31/2010

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

5026	6/1/2012 - 5/31/2013
5027	6/1/2012 - 5/31/2013

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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

SUBMISSION OF INVOICES

Invoices shall be submitted electronically to the following email address:

NFAinvoices@navy.mil

~~Invoices will be paid through the Navy's Electronic invoice database. Therefore, a signed Form 7300 shall be provided electronically with each invoice in order to accomplish electronic payment. Invoices may be submitted monthly based on performance. For each invoice submitted, the contractor shall detail the hours worked, a brief summary of the work accomplished, and bi-weekly timesheets signed by a government official.~~

(d) The contractor shall use the following document type, DODAAC codes with corresponding extensions, and inspection and acceptance locations when submitting invoices in WAWF:

Initial Document Creation requires the following:	
Contract Number	N0017804D4119
Delivery Order Number	JN01
Cage Code/Ext	0T5L1
Pay DoDAAC	N68732
Document Type	Invoice 2-in-1
On the WAWF "Header Tab" the following is required:	
Issue Date	5/30/2008
Issue By DoDAAC	N62470
Admin By DoDAAC	N62470
Inspect By DoDAAC/Ext	N00052
Ship To Code/Ext or Service Acceptor	N62470
Ship From Code/Ext	"LEAVE BLANK"
LPO DoDACC	N62470
Once Submitted, select "Send Additional Email Notifications"	
Inspector Email Address	nfainvoices@navy.mil
Activity Fund Administrator	Fill In, if applicable

The NAVFAC WAWF point of contact for this contract is [Kathy Busby](#) and can be reached at kathleen.busby@navy.mil or 757-322-4079.

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore "_" which is an acceptable character. Maximum limit for size of each file is UNDER 2 megabytes. There is NO Maximum limit for quantity of files per invoice.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to "Send Additional Email Notifications." Select "Send More Email Notification" and add additional email addresses noted above in the first email address blocks. This additional notification to the Government is important to ensure that the specific acceptor/receiver is aware the invoice documents have been submitted into WAWF.

(f) If you have any questions regarding WAWF, please contact the WAWF helpdesk at 866618-5988 or the NAVFAC WAWF point of contact identified above in section (d).

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Accounting Data

SLINID	PR Number	Amount
200101		[REDACTED]
LLA :		
AA 1780735 5261 255 00052 0 068732 2D C005HL 00052811001Q		
200102		[REDACTED]
LLA :		
AB 1781804 52FA 252 00052 0 068732 2D C006HL 000528Q0412Q		
200201	200201	[REDACTED]
LLA :		
AA 1780735 5261 255 00052 0 068732 2D C005HL 00052811001Q		
200202	200202	[REDACTED] 1
LLA :		
AB 1781804 52FA 252 00052 0 068732 2D C006HL 000528Q0412Q		
200301	200301	[REDACTED]
LLA :		
AA 1780735 5261 255 00052 0 068732 2D C005HL 00052811001Q		
200302	200302	[REDACTED]
LLA :		
AB 1781804 52FA 252 00052 0 068732 2D C006HL 000528Q0412Q		
200401	200401	[REDACTED]
LLA :		
AA 1780735 5261 255 00052 0 068732 2D C005HL 00052811001Q		
200402	200402	[REDACTED]
LLA :		
AB 1781804 52FA 252 00052 0 068732 2D C006HL 000528Q0412Q		
200501	200501	[REDACTED]
LLA :		
AA 1780735 5261 255 00052 0 068732 2D C005HL 00052811001Q		
200502	200502	[REDACTED] 2
LLA :		
AB 1781804 52FA 252 00052 0 068732 2D C006HL 000528Q0412Q		
200601	200601	[REDACTED]
LLA :		
AA 1780735 5261 255 00052 0 068732 2D C005HL 00052811001Q		
200602	200602	[REDACTED]
LLA :		
AB 1781804 52FA 252 00052 0 068732 2D C006HL 000528Q0412Q		

BASE Funding [REDACTED]

MOD 02

500101 N/A [REDACTED] 0
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529Q0406Q
 Standard Number: N0005209RC003HL

500102 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

MOD 02 Funding [REDACTED]

MOD 03

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500101 N/A [REDACTED]
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529QO406Q
 Standard Number: N0005209RC002HL

500102 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

500201 N/A [REDACTED]
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529QO406Q
 Standard Number: N0005209RC002HL

500202 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

500301 N/A [REDACTED]
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529QO406Q
 Standard Number: N0005209RC002HL

500302 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

500401 N/A [REDACTED]
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529QO406Q
 Standard Number: N0005209RC002HL

500402 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

500501 N/A [REDACTED]
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529QO406Q
 Standard Number: N0005209RC002HL

500502 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

MOD 03 Funding [REDACTED]

MOD 05

500102 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

500302 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

500502 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

MOD 05 Funding [REDACTED]

MOD 06 Funding 0.00

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Cumulative [REDACTED]

MOD 07

500101 N/A [REDACTED]
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529QO406Q
 Standard Number: N0005209RC002HL

500102 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

502901 N/A [REDACTED]
 LLA :
 AC 17 09091804 52FA 0252 00052 0 068732 2D C002HL 000529QO406Q
 Standard Number: N0005209RC002HL

502902 N/A [REDACTED]
 LLA :
 AD 17 09090735 5261 0252 00052 0 068732 2D C003HL 00052911001Q
 Standard Number: N0005209RC003HL

MOD 07 Funding 0.00
 Cumulative Funding [REDACTED]

MOD 08

5008 N/A [REDACTED]
 LLA :
 AF 17 00735 5261 252 00052 0 068732 2D C013LD 00052011501Q
 Standard Number: N0005210RC013LD

5009 N/A [REDACTED]
 LLA :
 AF 17 00735 5261 252 00052 0 068732 2D C013LD 00052011501Q
 Standard Number: N0005210RC013LD

5010 N/A [REDACTED]
 LLA :
 AG 17 01804 52FA 252 00052 0 068732 2D C011LD 000520QO406Q
 Standard Number: N0005210RC011LD

5011 N/A [REDACTED]
 LLA :
 AG 17 01804 52FA 252 00052 0 068732 2D C011LD 000520QO406Q
 Standard Number: N0005210RC011LD

MOD 08 Funding [REDACTED]
 [REDACTED]

MOD 09

5008 N/A [REDACTED]
 LLA :
 AF 17 00735 5261 252 00052 0 068732 2D C013LD 00052011501Q
 Standard Number: N0005210RC013LD

5010 N/A [REDACTED]
 LLA :
 AG 17 01804 52FA 252 00052 0 068732 2D C011LD 000520QO406Q
 Standard Number: N0005210RC011LD

MOD 09 Funding 0.00
 Cumulative Funding [REDACTED]

MOD 10

5015 N/A [REDACTED]
 LLA :
 AH 17 10735 5261 252 00052 0 068732 2D C013LD 00052111501Q
 Standard Number: N0005211RC013LD

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5016 N/A [REDACTED]
 LLA :
 AH 17 10735 5261 252 00052 0 068732 2D C013LD 00052111501Q
 Standard Number: N0005211RC013LD

5017 N/A [REDACTED]
 LLA :
 AJ 17 11804 52FA 252 00052 0 068732 2D C012LD 000521Q0406Q
 Standard Number: N0005211RC012LD

5018 N/A [REDACTED]
 LLA :
 AJ 17 11804 52FA 252 00052 0 068732 2D C012LD 000521Q0406Q
 Standard Number: N0005211RC012LD

MOD 10 Funding [REDACTED]
 [REDACTED]

MOD 11 Funding 0.00
 Cumulative Funding [REDACTED]

MOD 12

5022 N/A [REDACTED]
 LLA :
 AK 17 20735 5261 255 00052 0 068732 2D C009LD 00052211501Q
 Standard Number: N0005212RC009LD

5023 N/A [REDACTED]
 LLA :
 AK 17 20735 5261 255 00052 0 068732 2D C009LD 00052211501Q
 Standard Number: N0005212RC009LD

5024 N/A [REDACTED]
 LLA :
 AL 17 21804 52FA 252 0052 0 68732 2D C010LD 000522Q0406Q
 Standard Number: N0005212RC010LD

5025 [REDACTED]
 LLA :
 AL 17 21804 52FA 252 0052 0 68732 2D C010LD 000522Q0406Q

MOD 12 Funding [REDACTED]
 [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECURITY REQUIRMENT

The following is required for all DoD contractor employees working in Government facilities.

DOD 5200.08-R/C3.3: "The CAC shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces".

DOD 5200.08-R/C3.3.1.2: "A National Agency Check with Inquiries (NACI) or equivalent national security clearance (e.g. National Agency Checks including credit check (NACLC)) is required for permanent issuance of the credential. The credential may be issued upon favorable return of the FBI fingerprint check, pending final favorable completion of the NACI/equivalent, based on a commander/director risk management decision. An individual holding a valid national security clearance shall not require an additional submission of the NACI/equivalent."

SECNAV M-5510.30/9-24,6: "Commands will include the FAD (facility access determination) program requirements in contract specifications when trustworthiness determinations will be required on the contractor employees". In this case the FAD program requirement is a CAC now required by the regulation above.

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SECTION I CONTRACT CLAUSES

Standard Clauses shall apply

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SECTION J LIST OF ATTACHMENTS

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