

**DELIVERY ORDER**

**FINAL**

1. CONTRACT NO. N00178-04-D-4119	2. DELIVERY ORDER NO. M80307	3. EFFECTIVE DATE ORIG 10/01/2006 MOD 05/01/2008	4. PURCHASE REQUEST NO. N00421-08-MR-66186
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5. ISSUED BY NAVAIR Aircraft Division Pax River 21983 BUNDY ROAD, Bldg 441 Patuxent River MD 20670 kenneth.pirko@navy.mil 301-757-6518	CODE N00421	6. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD, BLDG 117 FORT MONROE VA 23651	CODE S5111A
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7. CONTRACTOR AMSEC LLC 2829 Guardian Lane Virginia Beach VA 23452	CODE 1LT84	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME  (hours local time – Block 5 issuing office)
			SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43213	CODE HQ0338
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

AMSEC LLC	Karen Lisota Senior VicePresident		
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA  
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA By: MARY C ROLAND	05/01/2008 CONTRACTING/ORDERING OFFICER	22. TOTAL [REDACTED]
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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## **GENERAL INFORMATION**

The purpose of this modification is to change a designated ACRN on CLIN 110003 because the chargeable object is different than originally designated. Accordingly, said Task Order is modified as follows: On CLIN 110003 change ACRN from AA to AC. A conformed copy of this Task Order is attached to this modification for information purposes only.

The total value of the task order remains unchanged. The total amount of funds obligated to the task is hereby increased by \$0.00 from \$1315403.54 to \$1315403.54.

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	Technical and Engineering Support Services in accordance with Section C - Statement of Work and Data in accordance with Contract Data Requirements List, DD Form 1423 (WCF)	1.0 Lot	██████████	██████████	██████████
100001	Funding				
100002	Funding				
100003	Funding				
1100	Option 1 Technical and Engineering Support Services in accordance with Section C - Statement of Work and Data in accordance with Contract Data Requirements List, DD Form 1423 (WCF)	1.0 Lot	██████████	██████████	██████████
110001	Funding in support of CLIN 1100				
110002	Funding in support of CLIN 1100				
110003	Funding in support of CLIN 1100				
110004	Funding in support of CLIN 1100				

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
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3000	Material in support of CLIN 1000 (WCF)	1.0 Lot	██████████
300001	Funding		
3001	Travel in support of CLIN 1000 (WCF)	1.0 Lot	██████████
300101	Funding		
300102	Funding		
3002	NMCI Seat in support of CLIN 1000 (WCF)	1.0 Lot	██████████
300201	Funding		
3100	Material in support of Clin 1100 (WCF)	1.0 Lot	██████████
3101	Travel in support of CLIN 1100 (WCF)	1.0 Lot	██████████
310101	Funding in support of CLIN 3101		
310102	Funding in support of CLIN 3101		
3102	NMCI Seat in support of CLIN 1100 (WCF)	1.0 Lot	██████████

SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract is being decreased from 15,135.66 man-hours by 165 to 14,970.66 total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

The composite of these man-hours are amended as follows:

Labor Category	From Hours	By Hours	To Hours
Sr. IA Analyst	1,936	0	1,936
Jr. IA Analyst	1,936	0	1,936
Int. IA Analyst	11,263.66	-165	11,098.66
Total Est. Hours	15,135.66	-165	14,970.66

(b) Of the total man-hours of direct labor set forth above, it is estimated that 0 man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

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(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately 193 hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

Fee Reduction = Fee

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Task Order Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost under run; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an under run in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man hours up to five percent in excess of the total man hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT

### NAWC INFORMATION ASSURANCE PROGRAM

### CONTRACTOR SUPPORT SERVICES

Contractor support services shall be performed in accordance with the Performance Work Statement. The Performance Work Statement and Requirements/Tasks will detail work to fall within the scope of the task order.

#### 1.0 INTRODUCTION

The Information Technology/Information Management (IT/IM) Department provides a wide variety of information technology (IT) and information management (IM) products and services to the NAWC organization.

#### 2.0 BACKGROUND

NAWC 7.2.6 provides Information Assurance (IA) Program support for all NAWC systems and networks at the Patuxent River complex and other NAWC locations (St. Inigoes, Lakehurst, China Lake and Pt. Mugu). IA provides technical support, analysis, and certification and accreditation support in accordance with OMB, Federal Information Security Management Act (FISMA) of 2002, National Security, Chairman of the Joint Chiefs of Staff (CJCSI), Department of Defense (DoD), Department of the Navy (DoN), and NAVAIR mandates and regulations.

#### 3.0 SCOPE

This performance work statement defines the tasks required to support the Defense Information Technology Security Certification & Accreditation Program (DITSCAP)-compliant certification and accreditation of IT systems and networks under NAWC cognizance, located in various types of computing environments and test facilities. The contractor will support security/Information Assurance requirements definition by identifying controls to be put in place for the identified systems and networks. The contractor will also establish the process for maintaining and enforcing security/Information Assurance for identified NAWC IT systems, networks and applications throughout the lifecycle of their programs. The contractor will provide critical, expert technical support, analysis and guidance to customers throughout the NAWC. The C&A requirements and processes are documented as DITSCAP-compliant Systems Security Authorization Agreement (SSAAs). Numerous other IA requirements (External Connection requirements, Platform IT Interconnection Agreements, Security Memorandums of Agreement, Security Memorandums of Record, Cross-Domain Solutions/Multi-Level Security, Classified processing requirements, Risk Assessments, Vulnerability Analysis, and Information Assurance and Vulnerability Management (IAVM) Program support and guidance. These requirements are coordinated by the contractor to ensure all pertinent, regulatory IA policies are complied with. The contractor will ensure that all SSAAs and associated accreditation support documentation are in compliance with CJCSI, DoD, DoN and NAVAIR mandates and regulations.

#### 4.0 REQUIREMENTS

4.1 The contractor will provide development and maintenance of SSAAs for identified

systems and all required appendices in accordance with applicable guidelines. This work will be done in coordination with the Designated Approving Authority (DAA), Site Information Assurance Managers (IAM), Information Assurance Officers (IAO), Certification Authority (CA), Program Managers, and user representatives for the identified systems and networks.

4.2 The contractor will develop draft Information Systems Security Policies (ISSPs).

4.3 The contractor will provide assessments of requirements for contingency plans that detail the actions and

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procedures to be followed before, during and after an emergency condition disrupts normal operations.

4.4 The contractor will provide assessments of documented risks to identified NAWC IT assets utilizing available threat and vulnerability information.

4.5 The contractor will provide reviews of plans and recommendations for approved safeguards for identified NAWC IT assets.

4.6 The contractor will provide reviews of test plans and security test results for NAWC IT assets.

4.7 The contractor will provide reviews and assessments of other applicable accreditation support documentation as required by DoD, DoN and NAVAIR policies.

4.8 The contractor will provide liaison support to the Joint Staff/Space and Naval Warfare Systems Command (SPAWAR), Defense Information Systems Agency (DISA), Naval Network Warfare Command (NETWARCOM), and other DoD and DoN IA organizations to ensure NAWC 7.2.6 and NAWC customers and projects are compliant with all IA regulations, TEMPEST/Protected Distribution System (PDS) processes and technical requirements.

4.9 The contractor will provide IA awareness training to NAWC personnel as required, to include: personnel at Patuxent River, MD, St. Inigoes, Lakehurst, NJ, China Lake, CA and Pt. Mugu, CA.

4.10 The contractor will provide identification of security-related issues of both current and planned systems and networks on the non-NMCI Research, Development, Test & Evaluation (RDT&E) classified and unclassified networks. This includes Certification & Accreditation (C&A) support services and technical guidance to ensure RDT&E capabilities are compliant with all pertinent IA/IT policies.

4.11 The contractor will provide platform IT interconnection agreements for platform systems that interconnect to the Global Information Grid (GIG).

4.12 The contractor will provide long-haul circuit and GIG (SIPRNET, NIPRNET, DREN, SDREN) connection approval process guidance and assistance to NAWC programs, projects and customers including Patuxent River, St. Inigoes, Lakehurst, China Lake and Pt. Mugu.

## 5.0 DELIVERABLES

5.1 Progress Reports (A001). The contractor shall deliver a cumulative Progress/Status Report of all work accomplished and cumulative costs incurred under this task order.

## 6.0 PLACE OF PERFORMANCE

6.1 The services identified within this contract will be performed at NAWC Patuxent River, MD, St. Inigoes, MD and other NAWC sites such as Lakehurst, NJ and or NAWCWD, China Lake and Pt. Mugu, CA.

## 7.0 PERIOD OF PERFORMANCE

7.1 The base period of performance for this contract shall be: See Section F.

## 8.0 SECURITY

8.1 All key contractor personnel under this contract shall have, at a minimum, a SECRET level security clearance. Personnel clearance levels must be obtained for the appropriate program being supported.

8.2 Site Access Requirements: The contractor shall comply with specific site access requirements.

8.3 Information Assurance (IA) will be in compliance with the following instructions:

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DoD 5239.1-Introduction to Information Systems Security

DoD 5239.2-Terms, Abbreviations, and Acronyms

DoD 5239.3-Designated Approving Authority (DAA) Guidebook

CJCSI 6211.02B-Defense Information System Network (DISN): Policy Responsibilities and Processes of 31 July 2003

CJCSI 6212.01C-Interoperability and Supportability of Information Technology and National Security Systems

CJCSI 6250.01A-Satellite communications

CJCSI 6215.01B-Policy for Department of Defense voice Networks

DoDD 8100.1-Global Information Grid (GIG) Overarching Policy

DoDD 8500.1-Information Assurance

DoDI 8500.2-Information Assurance Implementation

DoDI 8510.1-DoD Information Technology Security Certification and Accreditation Process (DITSCAP)

CNO N614/HQMC C4-Navy-Marine Corps Unclassified Trusted Network Protection (UTN-Protect) Policy, Version 1.0, 31 October 2002

SECNAV M-5239.1 Information Assurance Program, Information Assurance Manual of Nov 2005

## 9.0 TECHNICAL POINT OF CONTACT

Rebecca Kendall Phone 301-757-2975 email rebecca.kendall@navy.mil

## 10. TRAVEL

Travel is required from Patuxent River to Lakehurst and China Lake for two people for Ten, 5-days trips (approximately 1 per Month)

Lakehurst - Ten, 5-day trips for two people

China Lake- Ten, 5-day trips for two people

Bridgeport, CT - Seven, 3-day trips for 1 person

Cedar Rapids, IA - Seven, 2-day trips for 1 person

## 11. MATERIAL

IA Program support materials that will be used and retained by the government. Ex's: Binder Notebooks, briefing Materials, ADP Storage media, backup devices, etc.



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## **SECTION D PACKAGING AND MARKING**

5252.247-9507 PACKAGING AND MARKING OF REPORTS (NAVAIR) (OCT 2005)

(a) All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation, if any, shall be prepared for shipment in accordance with the National Industry Security Program Operating Manual, DoD 5220.22-M.

(b) The contractor shall prominently display on the cover of each report the following information:

- (1) Name and business address of contractor.
- (2) Contract Number/Delivery/Task order number.
- (3) Contract/Delivery/Task order dollar amount.
- (4) Whether the contract was competitively or non-competitively awarded.
- (5) Name of sponsoring individual.
- (6) Name and address of requiring activity.

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## SECTION E INSPECTION AND ACCEPTANCE

### Inspection and Acceptance

Inspection and Acceptance for CLIN'S of this order, as cited in Section B, shall be in accordance with Section E of the SeaPort-e Multiple Award IDIQ contract and supplemented by the following performance assessment standard:

#### Task Order Performance Standard:

Monthly status reports submitted to the Task Order Manager under subject Task Order shall identify the work that had been performed during the month, deliverables that had been submitted, and the name of the Government representative that had received the deliverable. The Task Order Manager will be required on a monthly basis to rate the quality of deliverables in terms of timeliness and quality on a rating scale of one (1) to five (5). The rating scale is specified in the table and defined below:

#### Rating Number Rating Description

5 Significantly Exceeds Expectation

4 Exceeds Expectation

3 Meets Expectation

2 Barely Meets Expectation

1 Fails to Meet Expectation

Task Order acceptance will be made by the Task Order Manager upon the Contractor having achieved an overall rating of all deliverables, of "Meets Expectation" or better.

#### Rating Definitions:

**Significantly Exceeds Expectation:** Deliverables are completed on or prior to their respective due date 100% of the time without further revisions being required.

**Exceeds Expectation:** Deliverables are completed on or prior to their respective due date 100% of the time with only minor revisions being required on approximately 5% of items submitted. The required rework does not negatively impact upon the respective program.

**Meets Expectation:** Deliverables are completed on or prior to their respective due date 100% of the time with minor revisions being required on approximately 10% of items submitted. The required rework does not negatively impact upon the respective program.

**Barely Meets Expectation:** Deliverables are completed on or prior to their respective due date approximately 95% of the time with minor revisions being required on approximately 15% of items submitted. The delayed submission and required rework of deliverables results in a minor negative impact to the respective program.

**Fails to Meet Expectation:** Deliverables are completed on or prior to their respective due date less than 90% of the time with significant revisions being required on greater than 15% of items submitted. The delayed submission and required rework of deliverables results in a significant negative impact to the respective program.

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## SECTION F DELIVERABLES OR PERFORMANCE

### Section F Deliveries or Performance

#### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 09 months thereafter, estimated at:

1000 10/1/2006 - 6/30/2007

3000 10/1/2006 - 6/30/2007

3001 10/1/2006 - 6/30/2007

The period of performance for the following option items are from date of option exercise through 06 months thereafter, estimated at:

1100 7/1/2007 - 12/31/2007

3100 7/1/2007 - 12/31/2007

3101 7/1/2007 - 12/31/2007

#### 5252.216-9509 TASK ORDERS WITH OPTIONS (NAVAIR) (AUG 2001)

(a) The Ordering Officer may issue Task Orders that include options under any of the following conditions:

- (1) The services being acquired are highly unique or specialized;
- (2) The efforts to be performed are so integrally related that only a single contractor can reasonably perform the work;  
or
- (3) Foreseeable additional effort fits the criteria of FAR 16.505(b)(2)(iii) as a logical follow-on.

(b) Only those Task Orders for which all awardees were given a fair opportunity to be considered shall include options. For purposes of FAR 52.216-19(b), the base award and each option are separate orders.

(c) Prior to exercising an option on a Task Order, the Government will ensure that the contract has adequate quantities and period of performance. The contractor shall not begin performance on requirements in the Task Order option until the Government has exercised the option on the Task Order and, if necessary, the option on the contract.

(d) Award of a Task Order with an option is subject to the conditions of FAR clause 52.217-5, "Evaluation of Options".

#### 5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, As required per task order, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses)

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for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

(1) PCO, Code See DD Form 1423/NA.

(2) ACO, Code See DD Form 1423/NA.

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses:

See block 12

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## SECTION G CONTRACT ADMINISTRATION DATA

5252.232-9504 SPECIAL PAY INSTRUCTIONS FOR PAYING OFFICE (NAVAIR)(MAY 2006) - ALT I (MAY 2006)

(a) All payments against informational (numeric) sub-line items (SLINs) shall be processed manually by the paying office.

(b) Invoices submitted for payment, which do not contain contract line item number (CLIN) or sub-line item number (SLIN)) and the accounting classification reference number (ACRN) information, will be returned for correction.

(c) The disbursement of funds will be by the CLIN/SLIN/ACRN designation.

(d) If progress payments are authorized, payments will be made against the unliquidated balance of all applicable CLINs/SLINs.

(e) Informational SLINs, e.g. 000101, are as follows:

SLIN ACRN Amount Obligated

SLIN	ACRN	Amount Obligated
<u>110001</u>	<u>AA</u>	[REDACTED]
<u>110002</u>	<u>AB</u>	[REDACTED]
<u>110003</u>	<u>AC</u>	[REDACTED]
<u>110004</u>	<u>AA</u>	[REDACTED]
<u>310101</u>	<u>AA</u>	[REDACTED]

"See Accounting Data above."

5252.232-9513 INVOICING INSTRUCTIONS AND PAYMENT (WAWF INSTRUCTIONS) (MAR 2006)

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

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

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

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for the size of files per invoice is 5 megabytes.

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

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WAWF Invoice Type: Access the following web site for information on invoice types:[http://www.wawftraining.com/courses/\\_content\\_package/content\\_files/menuTree.html](http://www.wawftraining.com/courses/_content_package/content_files/menuTree.html)- Click on Vendor, then Determine Type of Document to Create.

Issuing Office DODAAC: N00421

Admin Office DODAAC: S5111A

Inspector DODAAC (if applicable):

Ship To DODAAC (for Combo),Service Acceptor DODAAC (for 2 in 1),Service Approver DODAAC (for Final Cost Voucher) (if applicable):N00421

Acceptor DODAAC (if applicable): N00421

Local Processing Office:N/A

DCAA Office DODAAC (Cost Voucher Approver – if applicable):

Paying Office DODAAC: HQ0338

(c) The contractor shall submit invoices / cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Final voucher submission will be approved by the ACO.

(d) The Government shall process invoices / cost vouchers for payment per contract terms.

(e) For each invoice / cost voucher submitted for payment, the contractor shall also email the WAWF automated invoice notice directly to the following points of contact:

Name	Email	Phone	Role
Rebecca Kendall	rebecca.kendall@navy.mil	(301) 757-2975	TPOC

#### TASK ORDER MANAGER (TOM) APPOINTMENT (APR 2005)

(a) The Task Order Ordering Officer hereby appoints the following individual as the Task Order Manger (TOM) for this task order:

Regina Moore

47762 Ranch Road

BLDG 1490

Patuxent River MD 20670

(301) 757-1668

(b) The TOM is responsible for those specific functions assigned in the Task Order Administration Plan, attached.

(c) Only the Task Order Ordering Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Order Ordering Office in writing. No action shall be taken by the

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contractor unless the Task Order Ordering Officer, PCO or ACO has issued a formal modification.

#### 252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAY 2006)

(a) Definitions. As used in this clause--

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using one of the electronic forms provided for in paragraph (b) of this clause.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:

(1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA). Information regarding WAWF-RA is available on the Internet at <https://wawf.eb.mil>.

(2) Web Invoicing System (WInS). Information regarding WInS is available on the Internet at <https://ecweb.dfas.mil>.

(3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.

(i) Information regarding EDI formats is available on the Internet at <http://www.X12.org>.

(ii) EDI implementation guides are available on the Internet at <http://www.dod.mil/dfas/>.

(4) Another electronic form authorized by the Contracting Officer.

(c) If the Contractor is unable to submit a payment request in electronic form, or DoD is unable to receive a payment request in electronic form, the Contractor shall submit the payment request using a method mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

(d) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

#### 252.246-7000 MATERIAL INSPECTION AND RECEIVING REPORT (MAR 2003)

(a) At the time of each delivery of supplies or services under this contract, the Contractor shall prepare and furnish to the Government a material inspection and receiving report in the manner and to the extent required by Appendix F, Material Inspection and Receiving Report, of the Defense FAR Supplement.

(b) Contractor submission of the material inspection and receiving information required by Appendix F of the Defense FAR Supplement by using the Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) electronic form (see paragraph (b)(1) of the clause at 252.232-7003) fulfills the requirement for a material inspection and receiving report (DD Form 250).

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SLINID	PR Number	Amount
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MOD 1		
100001	0010179187-0001	629785.00
LLA :		
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000		
300001	0010179187-0001	1500.00
LLA :		
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000		
300101	0010179187-0001	17633.00
LLA :		
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000		
MOD 2		
100002	0010179187-0002	69778.72
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
100003	0010179187-0002	5233.40
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
300102	0010179187-0002	14201.42
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
300201	0010179187-0002	1783.48
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
MOD 3		
110001	0010179187-0003	209928.00
LLA :		
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000		
110002	0010179187-0003	68547.33
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
3100	0010179187-0003	500.00
LLA :		
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000		
310101	0010179187-0003	5877.00
LLA :		
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000		
310102	0010179187-0003	6086.32
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
3102	0010179187-0003	764.35
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
MOD 4		
110001	0010179187-0005	232081.84
LLA :		
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000		
110002	0010179187-0005	24634.37
LLA :		
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010		
110003	0010179187-0005	21203.42
LLA :		
AC 97X4930 NH2A 252 77777 0 054219 2F 000000 011986010010		



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310101 0010179187-0005 5100.48  
LLA :  
AA 97X4930 NH2A 252 77777 0 054219 2F 000000 000002136000

3102 0010179187-0005 765.41  
LLA :  
AB 97X4930 NH2A 252 77777 0 054219 2F 000000 011937500010

MOD 5

110004 N0042108PRAA148 10978.70  
LLA :  
AA 97X4930 NH2A 252 77777 0 050120 2F 000000 WC018PRAA148

MOD 6

110004 N0042108PRAA148 (10978.70)  
LLA :  
AA 97X4930 NH2A 252 77777 0 050120 2F 000000 WC018PRAA148

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.210-9501 AVAILABILITY OF UNIQUE DATA ITEM DESCRIPTIONS (UDIDs) AND DATA ITEM DESCRIPTIONS (DIDs) (NAVAIR) (OCT 2005)

Access Procedures for Acquisition Management System and Data Requirements Control List (AMSDDL), DoD 5010.12-L, and DIDs listed therein. The AMSDDL and all DIDs and UDIDs listed therein are available online via the Acquisition Streamlining and Standardization Information System located at <http://assist.daps.dla.mil>. To access these documents, select the Quick Search link on the site home page.

### 5252.211-9502 GOVERNMENT INSTALLATION WORK SCHEDULE (NAVAIR) (OCT 2005)

(a) The Holidays applicable to this contract are: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

(b) In the event that the contractor is prevented from performance as the result of an Executive Order or an administrative leave determination that applies to the using activity, such time may be charged to the contract as a direct cost provided such charges are consistent with the contractor's accounting practices. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the assigned Government employees at the using activity.

### 5252.232-9509 REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS (NAVAIR) (MAR 2000)

(a) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances. All contractor personnel required to perform work on any U.S. Navy vessel shall obtain boarding authorization from the Commanding Officer of the vessel before boarding.

(b) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR Subpart 31.2. Travel required for tasks assigned under this contract shall be governed in accordance with: Federal Travel Regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR); Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in the FTR or JTR (hereinafter the SR).

(c) Travel. Travel and subsistence are authorized for travel beyond a fifty-mile radius of the contractor's office whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a fifty-mile radius of the contractor's office. The contractor shall not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the contractor's facility will not be reimbursed.

(1) For travel costs other than described in paragraph (c) above, the contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of services under the contract and is authorized by the COR in writing.

(2) When transportation by privately owned conveyance is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the FTR, JTR or SR. Authorization for the use of privately owned conveyance shall be indicated in the basic contract. Distances traveled between points shall

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be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed the mileage shown in the standard highway mileage guides.

(3) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic contract and in accordance with food traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.

(4) The contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers.

(d) Vehicle and/or Truck Rentals. The contractor shall be reimbursed for actual rental/lease of special vehicles and/or trucks (i.e., of a type not normally used by the contractor in the conduct of its business) only if authorized in the basic contract or upon approval by the COR. Reimbursement of such rental shall be made based on actual amounts paid by the contractor. Use of rental/lease costs of vehicles and/or trucks that are of a type normally used by the contractor in the conduct of its business are not subject to reimbursement.

(e) Car Rental. The contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team.

(f) Per Diem. The contractor shall not be paid for per diem for contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a fifty-mile radius of the contractor's home office or the contractor's local office. Per Diem is authorized for contractor personnel beyond a fifty-mile radius of the contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate shall be the same as the prevailing per diem in the worksite locality. These rates will be based on rates contained in the FTR, JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from contractor's home or local office, and on the day of return. Reimbursement to the contractor for per diem shall be limited to actual payments to per diem defined herein. The contractor shall provide actual payments of per diem defined herein. The contractor shall provide supporting documentation for per diem expenses as evidence of actual payment.

(g) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraph C8101.2C or C81181.3B(6) of the Department of Defense Joint Travel Regulations, Volume II.

(h) Special Material. "Special material" includes only the costs of material, supplies, or services which is peculiar to the ordered data and which is not suitable for use in the course of the contractor's normal business. It shall be furnished pursuant to specific authorization approved by the COR. The contractor will be required to support all material costs claimed by its costs less any applicable discounts. "Special materials" include, but are not limited to, graphic reproduction expenses, or technical illustrative or design requirements needing special processing.

#### 5252.242-9515 RESTRICTION ON THE DIRECT CHARGING OF MATERIAL (NAVAIR) (JUL 1998)

(a) The term "material" includes supplies, materials, parts, equipment, hardware and Information Technology (IT) resources including equipment, services and software. This is a service contract and the procurement of material of any kind that are not incidental to and necessary for contract performance may be determined to be unallowable costs pursuant to FAR Part 31. No materials may be acquired under the contract without the prior written authorization of the Contracting Officer's Representative (COR). IT resources may not be procured under the material line item of this contract unless the approvals required by Department of Defense purchasing procedures have been obtained. Any material provided by the contractor is subject to the requirements of the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and applicable Department of the Navy regulations and instructions.

(b) Prior written approval of the COR shall be required for all purchases of materials. If the contractor's proposal submitted for a task order includes a list of materials with associated prices, then the COR's acceptance of the

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contractor's proposal shall constitute written approval of those purchases.

(c) The costs of general purpose business expenses required for the conduct of the contractor's normal business operations will not be considered an allowable direct cost in the performance of this contract. General purpose business expenses include, but are not limited to, the cost for items such as telephones and telephone charges, reproduction machines, word processing equipment, personal computers and other office equipment and office supplies.

5252.243-9504 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (NAVAIR) (JAN 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the contractor's facilities or in any other manner communicates with contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is: Teri Berrian AIR 2.5.1.7.1, 21983 Bundy Road, Bldg 441, Patuxent River, MD 20670, Phone: 301-757-9789, Fax: 301-995-0142.

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## SECTION I CONTRACT CLAUSES

### 52.216-8 FIXED FEE (MAR 1997)

(a) The Government shall pay the Contractor for performing this contract the fixed fee specified in the Schedule.

(b) Payment of the fixed fee shall be made as specified in the Schedule; provided, that after payment of 85 percent of the fixed fee, the Contracting Officer may withhold further payment of fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total fixed fee or \$100,000, whichever is less. The Contracting Officer shall release 75 percent of all fee withholds under this contract after receipt of the certified final indirect cost rate proposal covering the year of physical completion of this contract, provided the Contractor has satisfied all other contract terms and conditions, including the submission of the final patent and royalty reports, and is not delinquent in submitting final vouchers on prior years' settlements. The Contracting Officer may release up to 90 percent of the fee withholds under this contract based on the Contractor's past performance related to the submission and settlement of final indirect cost rate proposals.

### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

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

(a) The Government may extend the term of this task order by written notice to the Contractor on or before the expiration of the task order; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

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

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

### 52.232-20 Limitation of Cost (Apr 1984)

(a) The parties estimate that performance of this contract, exclusive of any fee, will not cost the Government more than

(1) the estimated cost specified in the Schedule or,

(2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule.

The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that --

(1) The costs the Contractor expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the estimated cost specified in the Schedule; or

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(2) The total cost for the performance of this contract, exclusive of any fee, will be either greater or substantially less than had been previously estimated.

(c) As part of the notification, the Contractor shall provide the Contracting Officer a revised estimate of the total cost of performing this contract.

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

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of

(i) the estimated cost specified in the Schedule or,

(ii) if this is a cost-sharing contract, the estimated cost to the Government specified in the Schedule; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of the estimated cost specified in the Schedule, until the Contracting Officer

(i) notifies the Contractor in writing that the estimated cost has been increased and

(ii) provides a revised estimated total cost of performing this contract.

If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(e) No notice, communication, or representation in any form other than that specified in subparagraph (d)(2) above, or from any person other than the Contracting Officer, shall affect this contract's estimated cost to the Government. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the estimated cost or, if this is a cost-sharing contract, for any costs in excess of the estimated cost to the Government specified in the Schedule, whether those excess costs were incurred during the course of the contract or as a result of termination.

(f) If the estimated cost specified in the Schedule is increased, any costs the Contractor incurs before the increase that are in excess of the previously estimated cost shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.

(g) Change orders shall not be considered an authorization to exceed the estimated cost to the Government specified in the Schedule, unless they contain a statement increasing the estimated cost.

(h) If this contract is terminated or the estimated cost is not increased, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(End of Clause)

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## **SECTION J LIST OF ATTACHMENTS**

Contract Data Requirements List Form DD1423

Contract Security Classification Specification Form DD254