

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-12-D-6808		2. DELIVERY ORDER NO. N0018919F3029		3. EFFECTIVE DATE 2019 Sep 30		4. PURCH REQUEST NO. N3600119RC011FS		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Lorraine M Moyer/240.3 757-443-1388			CODE N00189		7. ADMINISTERED BY DCMA ST. PETERSBURG 830 Central Avenue, Suite 500 ST. PETERSBURG FL 33701			CODE S1109A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>	
9. CONTRACTOR Calhoun International LLC 3417 W Lemon Street Tampa FL 33609-1433			CODE 43HU6		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE	Reference your _____ furnish the following on terms specified herein.									
	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.										
Calhoun International LLC											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*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.				24. UNITED STATES OF AMERICA				25. TOTAL		[REDACTED]	
				BY: [REDACTED]				26. DIFFERENCES			
				07/30/2019						CONTRACTING/ORDERING OFFICER	
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
f. TELEPHONE					g. E-MAIL ADDRESS						
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT				34. CHECK NUMBER		
					COMPLETE						
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL				35. BILL OF LADING NO.		
					FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	D399	Intelligence Workbook Support Services (Base) (O&MN,N)	12.0	MO		
8101	D399	Intelligence Workbook Support Services (Option I) (O&MN,N) Option	12.0	MO		
8201	D399	Intelligence Workbook Support Services (Option II) (O&MN,N) Option	12.0	MO		
8301	D399	Intelligence Workbook Support Services (Option III) (O&MN,N) Option	12.0	MO		
8401	D399	Intelligence Workbook Support Services (Option IV) (O&MN,N) Option	12.0	MO		
8501	D399	Intelligence Workbook Support Services (FAR 52.217-8) (O&MN,N) Option	6.0	MO		

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 2 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS)

INTELLIGENT WORKBOOK

SHORT TITLE: Navy Information Forces (NAVIFOR) Intelligent Workbook

PERFORMING ACTIVITY: Manpower and Personnel Directorate (N1)

Navy Information Forces

115 Lake View Parkway

Suffolk, VA 23435

1. SCOPE: This Performance Work Statement (PWS) covers technical and management support services to the NAVIFOR Manpower and Personnel Directorate (N1). The scope of this PWS includes support services in the review, analysis, and remapping of Intermediate Product (IP) lists and End Item Products (EIP) to improve ability to define and link operational mission requirements to individual skills required to perform Cyberspace, Information Operation (IO), and Signals Intelligence (SIGINT) mission functions and tasks. Client requires in-depth support services in the review, analysis, and reporting of contractor workloads that support Command, Control, Communications, Computers, Combat Systems and Intelligence (C5I) capabilities across the Fleet Cyber Command, U.S. Tenth Fleet (FCC/C10F)/NAVIFOR domains. Client also requires the creation and implementation of standard business rules for collecting and reporting Contractor workloads on a periodic basis.

2. PLACE OF PERFORMANCE. Commander, NAVIFOR, 115 Lake View Parkway, Suffolk, VA 23435

3. SECURITY REQUIREMENTS. A security clearance of SECRET is required for all Contractor personnel involved in the performance for this effort. All work is to be performed in accordance with DOD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

The CONTRACTOR shall be responsible for adhering to all DOD, Department of the Navy and Command instructions, guidance, orders, directives, and supplements relative to performing tasks set forth in this PWS. The CONTRACTOR shall not disclose and must safeguard procurement sensitive information, computer systems and data, Privacy Act data, and Government personnel work products that are obtained or generated in the performance of this contract. This includes dissemination of protocols and papers not generally available through the public literature. Neither the CONTRACTOR nor any of its contract service providers shall disclose or cause to disseminate any information concerning operations of military activities. Such action(s) could result in violation of the contract and possible legal actions.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 3 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

Access will be granted to Government facilities as required in support of the tasking. CONTRACTOR personnel performing work under this contract must meet all requirements for gaining access to US Government installations. The CONTRACTOR shall conform to all DoD, DoN, and local (base/installation) security instructions (refer to CONTRACTOR Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)).

The scope of work requires access to SECRET information for all CONTRACTOR personnel. CONTRACTOR personnel shall have the appropriate security clearance as of the first day of the period of performance. SECRET clearance must be based on a Single Scope Background Investigation (SSBI). GENSER/SECRET/SSBI is required for any position where system access has the potential of requiring special privileges, including system administration and configuration changes, are expected. Interim SECRET based upon SSBI is acceptable pending final adjudication.

All work is to be performed in accordance with DOD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

The CONTRACTOR shall comply with all applicable federal, state and local laws and ensure performance is secure while protecting material, equipment, and supplies from damage and loss. Government security personnel shall have the express right to inspect for security violations at any time during the term of the contract.

The CONTRACTOR shall be responsible for safeguarding all government equipment, information and property provided for CONTRACTOR use. At the close of each work period, government facilities, equipment and materials shall be secured.

The Government CONTRACTOR CAC card serves as the primary method of identification for the CONTRACTOR employees, as well as providing the basis of Public Key Infrastructure (PKI) access to the Navy/Marine Corps Intranet (NMCI), the NAVIFOR Excepted network, and numerous Navy web sites, which may also require PKI access. The COR shall assist in providing the CONTRACTOR the appropriate documentation for obtaining CAC cards. The CONTRACTOR shall be responsible for obtaining any Government issued identification cards from former employees or employees whose access has been terminated and to turn those items over to the COR/TOM upon termination of employment or access.

Contract personnel shall wear a badge that clearly identifies them as a CONTRACTOR employee. The badge will be issued by the COR, via the Special Security Office (SSO), and will contain a personal picture, name of employee, and CONTRACTOR's name. Badges shall be worn on the outer garment, above the waist, in full view at all times, attached to the outer shirt or jacket pocket by a button or clip or worn around the neck secured by an appropriate identification card lanyard.

4. PRIVACY ACT. The Contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The Contractor shall ensure that all of its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to Department of Defense and Department of the Navy regulations that implement the Privacy Act. Department of Navy policy and procedures implementing the Privacy Act are detailed in SECNAVINST 5211.5E, which is available on-line at <http://privacy.navy.mil>. The

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 4 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

Contractor shall identify and safeguard Privacy Act data, information and reports accordingly. The Contractor shall ensure that contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work under this contract. The Contracting Officer (KO) may direct that Contractor employees complete additional Privacy Act training during the contract period and any option period. The Contractor shall furnish documentation evidencing completion of such training to the Government upon request.

5. TASKS: Support NCF in responding to annual Office of the Chief of Naval Operations (OPNAV) tasking using Intelligent Workbook to update and maintain FCC/NIDF total workforce. Support shall include but not limited to the following:

- Analyze manpower data to determine current Intermediate Products (IP) and End Item Products (EIP) used for evaluating current alignment.
- Maintain Contractor data warehouse to use for periodic updates throughout the NIDF Domain.
- Review existing NCF Total Manpower EIP alignment and determine any corrections and updates to OPNAV's IW database. Review current Contractor workload and funding to ensure updates are applied to previously entered information
- Provide all activities related to the administration of computerized databases.
- Project long-range requirements for database administration and design in conjunction with other managers in the information systems function.
- Design and maintain databases in a client/server environment.
- Conduct quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data.
- Advise users on access to various client/server databases.
- Implement and maintain complex databases with respect to Job Control Language (JCL), access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Apply knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS software)/back-end programming languages (e.g., Structured Query Language (SQL)). Perform database programming and supports systems design.
- Maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.
- Assist in the creation of standardized processes to update Enlisted/Officer manpower resource documents.
- Provide Contractor Data Warehouse User Training to client using approved training methodology.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 5 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

- Provide on-the-job Activity Manning Document (AMD) training and AMD User Guide to clients as necessary.
- Provide on-the-job Enlisted Distribution and Verification Report (EDVR)/Officer Distribution and Verification Report (ODVR) training and User Guide to clients as necessary.

6. DELIVERABLES:

- Monthly report on number of IPs and EIPs successfully remapped submitted to the Contracting Officer's Representative (COR) on the 5th of every month for the prior month's activity.
- Monthly progress report submitted to the COR on the 5th of every month for the prior month's activity.

7. GOVERNMENT FURNISHED RESOURCES:

- The COR will provide the contractor any government furnished resources required to support performance of the effort in this requirement. The Contractor shall establish and maintain an inventory control system covering all accountable Government-furnished resources supplied under the task order.
- The Government will provide the contractor access to systems and software required to complete the assigned tasks. The Contractor shall identify and notify the Government of system documentation necessary for the proper performance of this task.
- The contractor will be furnished with documentation, task working papers, project descriptions, program briefing material and other pertinent information, and other documentation or material required to support performance of this effort. Information will be provided to the contractor within a reasonable time commensurate with schedules and target completion dates for assigned tasks and activities.
- In performance of these services, the contractor may be required to perform operations on, have access to, or handle data and information that is sensitive or proprietary. The contractor shall be responsible for safeguarding any information and data provided to it, used or created in the performance of this requirement. The contractor shall prevent this information and data from being compromised, damaged, lost, or improperly disseminated. Unless authorized by the Government, information and data shall not be released outside NAVIFOR.
- The Contractor and any employee or consultant of the Contractor is prohibited from using US Government facilities, equipment and/or information for any purpose except as specifically described herein.
- NAVIFOR will provide required office space and equipment necessary to accomplish prescribed tasks.
- NAVIFOR will provide security access cards to allow contractor access to all spaces required to carry out assigned tasks.
- The Government will provide office supplies necessary for completion of tasks.

8. MINIMUM PERSONNEL QUALIFICATIONS. This PWS describes requirements for

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 6 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

specialized and skill analysts to support NCF N13 mission needs. The following knowledge and experience requirements are identified:

Database Analyst – Two (2) years of in-depth experience with Intelligent Workbook, Navy operational missions, capabilities, manpower, equipment or training methodologies with knowledge of statistical analysis and metrics design to provide support of process, technique, data, and or system solutions and experience in managing projects/programs and performing data entry, manipulation and mining.

The scope of work requires access to SECRET information for all CONTRACTOR personnel. CONTRACTOR personnel shall have the appropriate security clearance as of the first day of the period of performance. SECRET clearance must be based on a Single Scope Background Investigation (SSBI). GENSER/SECRET/SSBI is required for any position where system access has the potential of requiring special privileges, including system administration and configuration changes, are expected. Interim SECRET based upon SSBI is acceptable pending final adjudication.

9. RESUMES. The review of resumes will not be a part of the evaluation process; however, the Government reserves the right to review resumes at any time. Upon request, resumes shall be provided to the KO and COR.

10. CONTRACTOR IDENTIFICATION. For all services provided under this PWS, the Contractor's employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Additionally, Contractor personnel shall identify themselves as Contractor employees during telephone conversations and in formal and informal written correspondence. All Contractor personnel will be required to sign Non-Disclosure agreements.

11. ENTERPRISE – WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

“The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the [NAMED COMPONENT] via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom-Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 7 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

The contractor is required to completely fill in all required data fields using the following web address: <https://www.ecmra.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://www.ecmra.mil>.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 8 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 9 of 24	FINAL
----------------------------------	-------------------------------------	-----------------	-------

SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX

1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Contracting Officer's Representative (COR)** - An individual designated in writing by the PCO to act as his authorized representative to assist in administering a contract. The source and authority for a COR is the PCO. COR limitations are contained in the written letter of appointment.
- **Technical Assistant (TA)** - The Technical Assistant provides detailed technical oversight of the Contractor's performance. While the Technical Assistant may serve as a direct conduit to provide Government guidance and feedback to the Contractor on technical matters, he or she is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. Any changes that the Contractor deems may affect contract, price, terms, or conditions shall be referred to the Contracting Offer for action.

5.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix (attached) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the COR and/or Technical Assistant. The COR and/or Technical Assistant shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.
- **Random/Scheduled Monitoring** – Random and/or scheduled monitoring will be conducted if and when deemed necessary to ensure compliance with the terms of the contract. The Contracting Officer’s Representative and/or Technical Assistant will conduct the monitoring.
- **Random/Scheduled Checks and/or Inspections on Completion of Workload Taskings** – Inspections or checks will be conducted to ensure compliance with the standard operating procedures (SOP). The COR and/or Technical Assistant will conduct the inspections and checks.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government’s performance of the quality assurance function. All such records will be retained for the life of this contract.

8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor’s performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor’s work up to the standards of the specification.

QASP MATRIX

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level	Procedures to be taken when performance standards are not met
Performance Work Statement (PWS)	Services to be provided IAW PWS	Inspection/Monitoring by the COR/TA; Customer Feedback	Random	>98% of services to be provided IAW PWS	
Enterprise Contractor Manpower Reporting Application (ECMRA)	Report ALL contractor labor hours Enterprise Contractor Manpower Reporting Application (ECMRA) no later than 31 October of	Review by the COR/TA	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework	FAR Clause 52.212-4

	each year			required.	
Qualified Personnel	All personnel on task are fully qualified in accordance with Sections 2.1.9 of the PWS	Inspection by COR/TA	Random	>98% personnel fully qualified IAW with PWS Section 2.1.9	FAR Clause 52.212-4
Monthly Status Report	Monthly status reports are submitted by the 10 th day of each month. Reports provide any issues and concerns that need to be resolved, travel and ODC information provided as contained in the PWS.	Review by COR/TPOC	Monthly	>95% accuracy	FAR Clause 52.212-4
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	95% accuracy	FAR Clause 52.212-4
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)	FAR Clause 52.212-4

INCENTIVES/DISINCENTIVES:

The COR makes an annual report on Contractor Performance. The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in termination of the contract and may also result in the loss of future Government contracts. Additionally, the contractor's failure to achieve satisfactory performance under the contract may also result in the non-exercise of available options.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 12 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

-If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 13 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

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

8001



CLIN - DELIVERIES OR PERFORMANCE

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

8001



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

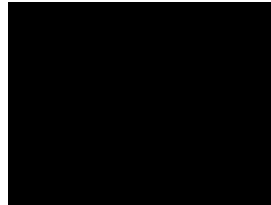
8101

8201

8301

8401

8501



Services to be performed hereunder will be provided at 115 Lake View Parkway, Suffolk, VA 23435

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 14 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES (SEP 2015)

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name:

Address:

Phone:

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name:

Address:

Phone:

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: Not Applicable

Address: Not Applicable

Phone: Not Applicable

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: **See WAWF Table**

Address:

Phone:

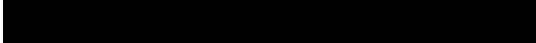
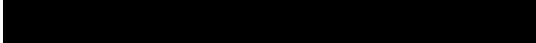
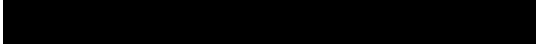
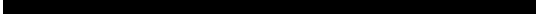
5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 15 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

(or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

COR Name: 
Address: 
Email: 
Phone: 

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: Not Applicable
Address: Not Applicable
Phone: Not Applicable

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and

h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: Not Applicable
Address: Not Applicable
Phone: Not Applicable

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to the contract type or types covered by this contract and to any limitations on the warrant of the individual placing the orders;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 16 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

Name: **Not Applicable**

Address: **Not Applicable**

Phone: **Not Applicable**

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (SEP 2015)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative

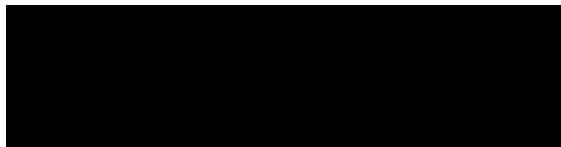
(COR) for this contract:

COR Name:

Address:

Email:

Phone:



(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

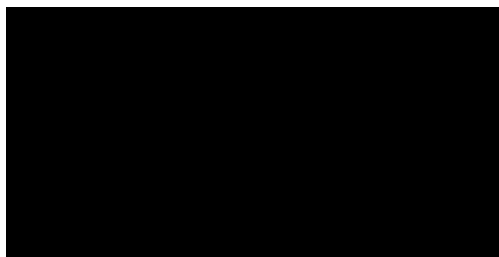
Not Applicable

COMMUNICATIONS DURING THE LIFE OF THE CONTRACT (SEP 2015)

(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 Principal Contracting Officer is:



AVAILABILITY OF FUNDS

Pursuant to FAR clause 52.232-18, funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 17 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract. The notice of availability of funds can be found at the following: <https://www.navsup.navy.mil/public/navsup/flcn/contracting/>

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) Definitions. As used in this clause—

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

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

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

"Payment request" and "receiving report" are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

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

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

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

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

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

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

Not Applicable

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

"Invoice 2in1"

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 18 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

(Contracting Officer: Insert either "Invoice 2in1" or the applicable invoice and receiving report document type(s) for fixed price line items for services.)

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF "combo" document type to create some combinations of invoice and receiving report in one step.]

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC**	N00189
Inspect By DoDAAC	N36001
Ship To Code	NA
Ship From Code	NA
Mark For Code	NA
Service Approver (DoDAAC)	NA

Service Acceptor (DoDAAC)	N36001
Accept at Other DoDAAC	NA
LPO DoDAAC	N36001
DCAA Auditor DoDAAC	NA
Other DoDAAC(s)	NA

(*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert "See Schedule" or "Not applicable.")

(**Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.



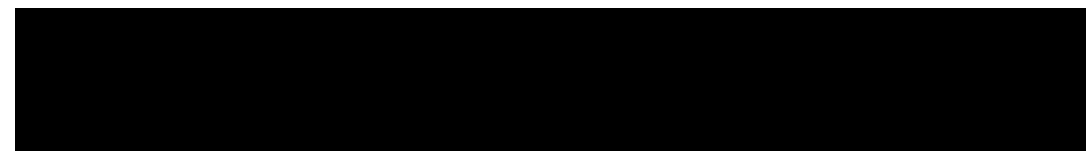
(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

866-618-5988

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

Accounting Data



CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 20 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------



CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 21 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

Not Applicable

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 22 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.222-50	Combating Trafficking in Persons	JAN 2019
52.228-5	Insurance - Work On A Government Installation	JAN 1997
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	OCT 2016
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	MAY 2016
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.215-7007	Notice of Intent to Resolicit	JUN 2012
252.215-7008	Only One Offer	OCT 2013
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	DEC 2018
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.247-7023	Transportation of Supplies by Sea	APR 2014
252.232-7007	Limitation of Government's Obligation	APR 2014

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 **7 days**.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within **7 days**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **10 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **sixty (60) months**.

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 23 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

FAR Clauses:

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

DFARS Clauses:

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

(End of clause)

CONTRACT NO. N00178-12-D-6808	DELIVERY ORDER NO. N0018919F3029	PAGE 24 of 24	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION J LIST OF ATTACHMENTS

Att 1 - CAP

Att 2 - CDR

Att 3 - DD254