

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES	
	J	1	2

2. AMENDMENT/MODIFICATION NO. 03	3. EFFECTIVE DATE 29-Sep-2013	4. REQUISITION/PURCHASE REQ. NO. N6894813RC7L006	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00189	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A

NAVSUP FLC Norfolk, Detachment Philadelphia
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Philadelphia PA 19111-5083
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DCMA Manassas
10500 BATTLEVIEW PARKWAY, SUITE 200
MANASSAS VA 20109-2342

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Summit Research 10201 Fairfax Blvd. Suite 400 Fairfax VA 22030-2222	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4101-EX01
	10B. DATED (SEE ITEM 13) 29-Sep-2011
CAGE CODE 5M996	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

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

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Mary L Mezzatesta, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Mary L Mezzatesta (Signature of Contracting Officer)	14-Aug-2013

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to exercise Option II, which will extend the period of performance to 28 September 2014, pursuant to FAR 52.217-9. This modification will exercise Option CLINs 5003 for support for the NLLS and 6003 for ODCs. CLIN 5003 is fully funded.

CLIN 6003 is incrementally funded. Pursuant to FAR 52.232-22 "Limitation of Funds (APR 1984)", funding in the amount of \$60,000.00 is hereby provided for CLIN 6003. Subject to provisions of the clause entitled "Limitation of Funds (APR 1984)", FAR 52.232-22 of the General Provisions of the Contract, no legal liability on the part of the Government for payment in excess of \$60,000.00 shall arise unless additional funds are available and incorporated as a modification hereto for CLIN 6003.

As a result of this modification, the total funded amount of this Task Order will increase by \$1,421,184.00 from \$2,693,752.00 to \$4,114,936.00.

A conformed copy of this Task Order is attached to this modification for informational purposes only.

Accordingly, said Task Order is modified as follows:

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$2,693,752.00 by \$1,421,184.00 to \$4,114,936.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
5003	O&MN,N	0.00	1,361,184.00	1,361,184.00
6003	O&MN,N	0.00	60,000.00	60,000.00

The total value of the order is hereby increased from \$2,728,752.00 by \$1,446,184.00 to \$4,174,936.00.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
5003	0.00	1,361,184.00	1,361,184.00
6003	0.00	85,000.00	85,000.00

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5001	R499	Support to provide information management, knowledge management, and analytical services required to support the Navy Lessons Learned System (O&MN,N)	12.0	MO	\$106,021.00	\$1,272,252.00
5002	R499	OPT I: Support to provide information management, knowledge management, and analytical services required to support the Navy Lessons Learned System (O&MN,N)	12.0	MO	\$110,125.00	\$1,321,500.00
5003	R499	OPT II: Support to provide information management, knowledge management, and analytical services required to support the Navy Lessons Learned System (O&MN,N)	12.0	MO	\$113,432.00	\$1,361,184.00

For ODC Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Est. Cost
-----	-----	-----	----	----	-----
6001	R499	ODCs (O&MN,N)	1.0	LO	\$50,000.00
6002	R499	OPT I: ODCs (O&MN,N)	1.0	LO	\$85,000.00
6003	R499	OPT II: ODCs (O&MN,N)	1.0	LO	\$85,000.00

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

NAVY LESSONS LEARNED SYSTEM (NLLS) SUPPORT

STATEMENT OF WORK

1.0 BACKGROUND

1.1. The U.S. Navy established the Navy Lessons Learned System (NLLS) in 1996, at the direction of the U.S. Congress. Commander, Navy Warfare Development Command (NWDC) serves as the program's Executive Agent on behalf of the Chief of Naval Operations and Commander, U.S. Fleet Forces. NWDC executes these duties and responsibilities primarily through military, government, and contractor personnel located at NWDC in Norfolk, Virginia and forward deployed Fleet Management Sites (FMS) throughout the world.

1.2. In 2008 NLLS was integrated with the Joint Lessons Learned Information System (JLLIS). NWDC manages the US Navy's instance of JLLIS, the Navy Lessons Learned Information System (NLLIS), which serves as the central data repository for all Navy Observations and Recommendations, Port Visit Reports, Post Deployment Briefs, and Active Collection Reports. NLLIS is the tool that Navy uses to collect, validate, analyze, and disseminate fleet feedback; to plan and execute Navy small-scale active collection of lessons learned; and to identify and track Navy issues for resolution.

1.3 NLLS and NLLIS provide the Navy with a structured process to capture and analyze lessons learned by operational forces in order to improve fleet readiness and to enhance the Navy's ability to accomplish assigned missions. NLLS has been, and will continue to be, a dynamic program, leveraging Department of Defense standardized software, hardware, and knowledge management procedures to support the needs of the Fleet. NLLS must provide a fast, agile, comprehensive, and affordable means to:

- capture and validate lessons learned
- analyze their significance
- forward key insights/recommendations to Navy and Joint leadership quickly
- identify and track remedial action to ensure necessary changes are made to doctrine, organization, training, material, leadership and education, personnel and facilities (DOTMLPF)

1.4 JLLIS utilizes a web-based enterprise system used to submit, process and display lessons learned throughout the Joint/Interagency Lessons Learned Community. In addition, versions of JLLIS are being developed to enable the participation of US Allies, Coalition Partners, and Non-Governmental Organizations. JLLIS is currently available to Navy users via NIPRNET, SIPRNET, and Navy Collaboration at Sea (CaS). In the near term, anticipate JLLIS will also be available to Navy users via JWICS. In addition, NWDC is playing a key role in developing future versions of JLLIS that support users with limited bandwidth (e.g. submarines).

2.0 SCOPE

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The purpose of this requirement is to acquire Contractor Assistance and Advisory Services (CAAS) to provide information management, knowledge management, and analytical services required to support NWDC in its roles as Executive Agent of NLLS and System Administrator of NLLIS. This SOW defines the overarching requirements for providing administrative, technical, and analytical support for the Navy Lessons Learned System (NLLS). The Contractor shall provide on-site services at designated Fleet Management Sites (FMS), at Navy Warfare Development Command, and at temporarily established management sites, as identified by GFI 7.1, to meet developing contingencies. .

3.0 APPLICABLE DOCUMENTS:

3.1 - OPNAV INSTRUCTION 3500.37C, Navy Lessons Learned System

3.2 - CJCS INSTRUCTION 3150.25D, Joint Lessons Learned Program

3.3 – CJCS MANUAL 3150.25, Joint Lessons Learned Program

4.0 PLACE OF PERFORMANCE: Work will be performed at the Navy Warfare Development Command or other locations, as required by the statement of work.

5.0 SPECIFIC TASKS

The Contractor shall provide services for NLLS/NLLIS support under this Task order, which shall be performed in accordance with the requirements set forth in the tasks as defined below. The contractor shall provide monthly progress status and financial reports for all task actions in accordance with CDRL A001/A002.

5.1 Task 1: Fleet Management Site Support

The contractor shall provide qualified Senior Data Analysts with the requisite security clearance to perform tasking associated with Fleet Management Sites located at: USFF/CTF20, Norfolk, VA; PACFLT/Third Fleet San Diego, CA; NAVSOUTH/ Fourth Fleet, Mayport, FL; NAVCENT/Fifth Fleet, Manama, Bahrain; NAVEUR/Sixth Fleet, Naples, Italy; and PACFLT/Seventh Fleet, Yokosuka, Japan, to:

- a. Review Navy message traffic, staff email, fleet online portals and other operational data archives for lessons learned reports, port visit reports, post-exercise reports, post deployment briefs, operational situation reports, training readiness reports, safety mishap reports, and equipment casualty reports, to include supporting documentation in any electronic format, in order to extract, condense and summarize lessons learned and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS. Upon receipt of approved validated data, the contractors shall submit using GFI 7.2, GFI 7.3 and GFI 7.4.
- b. Attend fleet staff meetings, pre-deployment training briefs, post deployment briefs, and other conferences/seminars/meetings in the fleet geographic area of responsibility (AOR), to include collecting supporting documentation in any electronic format, in order to extract, condense, and summarize lessons learned and best practices from operational and tactical

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- issues and procedures. Format, validate with fleet staff, and load into NLLIS.
- c. Serve as Command Lesson Manager (CLM) for the numbered Fleet tier of NLLIS. Validate online submissions of fleet observations and recommendations and port visit reports with appropriate fleet staff members. Review all entries in NLLIS for correctness, continued applicability, and analysis as required. Manage all online content to include unstructured records in fleet data repository and fleet communities of practice.
 - d. Develop, schedule and present briefs on NWDC products and services to Fleet staff, as tasked by NWDC LL Director.
 - e. Develop, schedule, and provide onsite training on NLLS/NLLIS for all fleet units and staffs in the AOR.
 - f. Provide training manuals, training aids, and other NWDC products tailored to specific fleet requirements within the AOR.
 - g. Provide Lessons Learned trend analysis reports and other tailored analytical reports as tasked by numbered Fleet Commanders, Chiefs of Staff and Assistant Chiefs of Staff.
 - h. Conduct queries and searches of the data on NLLIS in response to fleet requests for information (RFI).
 - i. Participate in fleet operational planning groups formed to support crisis action planning by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
 - j. Participate in fleet exercise planning conferences by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
 - k. Participate in fleet pre-deployment training conferences by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
 - l. Provide fleet insights and situational awareness to assist NWDC planners in developing active collection projects. Provide logistics and C2 support for NWDC active collection teams deployed with the assigned Fleet AOR. Provide other active collection support as tasked by NWDC LL Director.
 - m. Identify numbered fleet best practices for dissemination to other fleet management sites and NWDC central management site for review, discussion, and rapid integration into doctrine and training.
 - n. Identify and coordinate numbered fleet issues for resolution. Track action using assigned fleet staff processes and document outcomes in NLLIS.
 - o. Identify Navy-wide and joint issues for dissemination to other fleet management sites and NWDC central management site for review, discussion, and entry into NLLIS/JLLIS issue resolution system.
 - p. Update CaS servers as required. Provide fleet feedback on CaS system effectiveness as well as recommendations for improving fleet utilization of NLLIS.

5.1.1 Schedule/Deliverables: The contractor shall provide validated Lessons Learned Observations and Recommendations, Port Visit Reports, and Post Deployment Briefs within NLLIS. The contractor shall provide various Lessons Learned reports/ briefings in response to fleet RFIs and in support of fleet operational/training requirements. CDRL A003 and A0004.

5.1.2 Performance Standards: Maintain and operate the NLLIS system at each Fleet Management Site in accordance with Applicable Documents 3.1, 3.2, and 3.3. All data entered into NLLIS and all written reports/training materials will be technically accurate, grammatically correct and up-to-date.

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5.2 Task 2: NLLS Central Management Site - NLLIS Management Support

The contractor shall provide a qualified System Administrator and Database Analyst with the requisite security clearances at the NLLS Central Management Site at NWDC Norfolk, VA in order to manage NLLIS operations. These services shall include:

- a. Act as the Administrative Authority for all users of NLLIS.
- b. Act as the CLM for the NWDC tier within NLLIS.
- c. Enforce sound security policies, practices, and procedures in compliance with Defense Information Systems Agency (DISA), National Security Agency (NSA), and DoD IA standards.
- d. Act as Webmaster for NLLIS and perform tasks required of this position as they pertain to the proper interface with JLLIS.
- e. Update the NLLIS web site to include presentation design, and functionality testing.
- f. Perform testing of all new releases and enhancements to the JLLIS to ensure continuous connectivity and interoperability of NLLIS.
- g. Monitor system performance and usage, to prevent system failure, server application and improper usage by all agencies using the NLLIS portal.
- h. Provide guidance and training to NLLIS users to ensure DISA required IA security.
- i. Provide training to all NLLIS users of the procedures required for proper use of the NLLIS.
- j. Act as the NWDC clearing house for RFIs.
- k. Manage trouble tickets for all users of the NLLIS, and report problems and issues to JLLIS information managers.
- l. Monitor NLLIS in support of integration with CaS.
- m. Monitor metrics as determined and required by the NWDC Lessons Learned Director.

5.2.1 Schedule/Deliverables: The contractor shall provide weekly metrics reports and system availability reports as required.

5.2.2 Performance Standards: Operate the NLLIS system and coordinate CaS interface support to enable automated transfer of data accessible by all authorized users. Portal and website online availability standard is 99%. Metrics reports will be complete and concise, technically accurate, grammatically correct, and professionally presented on a weekly basis. Status reports are clear and concise and kept current.

5.3 Task 3: NLLS Central Management Site – NLLS Project Management Support

The Contractor shall provide a qualified Project Manager with the requisite security clearance at the NLLS Central Management Site at NWDC Norfolk, VA to assist the NWDC Lessons Learned Director in managing the NLLS program by preparing NLLS/NLLIS correspondence, reports/briefings, training/engagement aids, meeting agendas/minutes, and other program management requirements. In addition to the items listed below, this may include travel to fleet management sites, fleet conferences/seminars, and JLLP/JLLIS working groups.

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- a. Plan and execute Annual NLLS Executive Steering Committee Meetings.
- b. Provide input to NWDC Lessons Learned Directorate Annual Plan.
- c. Provide input to NWDC Lessons Learned Directorate Annual Command Operations Reports.
- d. Provide input on JLLP/JLLIS and NLLS/NLLIS program policy and guidance documents.
- e. Provide summaries of NLLIS metrics and recommendations for NLLS program improvement.
- f. Support emergent contingencies meetings including planning for active collection projects.

5.3.1 Schedule/Deliverables: The contractors shall provide agendas, meeting minutes, reports, briefings, training aids, and other documentation as required by NWDC Lessons Learned Director.

5.3.2 Performance Standards: All agendas and minutes will be complete and concise, technically accurate, grammatically correct. Recommended changes and all correspondence will be relevant, technically accurate, clear, concise, and include considerations that are sound and actionable.

6.0 PROGRESS REPORTS

The contractor shall provide monthly progress and status reports for all tasks in accordance with CDRL A001/A002. The reports shall include all task actions taken.

7.0 GFI--GOVERNMENT FURNISHED INFORMATION

GFI 7.1 Temporary management sites, when required, will be established by directives from the Program Manager (PM).

GFI 7.2 Validated Navy Lessons Learned Reports submitted to FMS by Fleet users

GFI 7.3 Validated Summary Reports submitted to FMS by Fleet users

GFI 7.4 Validated Port Visit Reports submitted to FMS by Fleet users

8.0 GOVERNMENT FURNISHED MATERIAL (GFM)

The government will provide access to facilities, equipment and technical information as required for the performance of this effort.

9.0 PERSONNEL REQUIREMENT:

Personnel assigned to this task must possess skills and recent experience that demonstrate an ability to provide quality service and support in the task areas specified in Statement of Work.

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10.0 ORGANIZATIONAL CONFLICT OF INTEREST:

If, under this contract, the Contractor gains access to proprietary or business sensitive information of other companies, the Contractor agrees to protect this information from unauthorized use or disclosure and to refrain from using the information for any purpose other than that for which it was furnished.

11.0 SECURITY REQUIREMENTS:

Performance of work under this delivery order will require access to information at up to the **SECRET** security classification. All key technical personnel performing these tasks must be cleared at this level. Request for visit authorization will be submitted in accordance with Department of Defense (DOD) 5220.22M National Industrial Security Program Operating Manual (NISPO) not later than one week prior to any visit. A Secret Clearance is required for this effort. DD Form 254, Department of Defense Contract Security Classification Specification, will be provided at the time of award.

12.0. OPSEC CONSIDERATIONS

The contractor shall be aware of and compliant with NWDC instructions concerning OPSEC. OPSEC is a process of identifying critical information and subsequently analyzing friendly actions attendant to defense acquisition, defense activities, military operations and other activities to:

1. Identify those actions that may be observed by adversary intelligence systems.
2. Determine what indicators hostile intelligence systems may obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries.
3. Select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

13.0 PRIVACY ACT & PERSONALLY IDENTIFIABLE INFORMATION (PII) CONSIDERATIONS

The contractor shall be aware of and compliant with NWDC instructions concerning PII and the Privacy Act (5 USC 552a) as it applies to Federal government contractors who access or operate systems of records containing personally identifiable information (PII). PII is any information that can be used to distinguish or trace an individual's identity. Examples include but are not limited to: Name, Social Security number (SSN), date of birth, home address, home phone number, personal e-mail address, financial information, fingerprints, photograph, medical information, and civilian National Security Personnel System (NSPS) data.

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14.0 SUPERVISION REQUIREMENTS:

The government shall not supervise or otherwise direct contractor employees. The contractor shall not supervise or otherwise direct government employees.

15.0 TRAVEL REQUIREMENTS.

Travel will be required as necessary in order to carry out tasking, interface with Naval commands and to attend NLLS Executive Steering Committee (ESC), and other program related meetings or /conferences identified by the NLLS Program Manager.

16.0 QUALITY SURVEILLANCE AND PERFORMANCE STANDARDS

The government will conduct quality surveillance via various methods including formal and informal meetings, review of analytical reports, review of monthly progress reports, and review of deliverables. Contractor performance will be evaluated in the areas of technical quality, responsiveness, and timeliness. Technical quality will be evaluated against the performance standards defined in the individual task paragraphs. Responsiveness will be evaluated based upon the government's experience interacting with the contractor during performance. Timeliness will be evaluated based on the contractor's ability to meet CDRL schedules with minimal variance.

17.0 QUALITY ASSURANCE PLAN:

This performance statement of work specifies the tasks to be performed along with the required deliverables. In accordance with the Contract Administration/Quality Assurance Surveillance Standards Paragraph 15.0 of the SOW, the Contracting Officer's Representative (COR), with the assistance of the Program Manager, will measure and evaluate the contractor's performance of this PWS in terms of:

<u>Requirement</u>	<u>Performance Measurement</u>	<u>Performance Standard</u>
Task Completion	Timeliness	Tasks completed in required timeframes
	Successful completion	PWS requirements are successfully completed
Contract	Timeliness	Deliverables provided in required timeframes
Deliverables	Content & Format	Deliverable complies with requirements within this SOW, or other pertinent reference
Level of Effort	Effective and efficient management of workforce	An established and effectively implemented QCP.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE (SERVICES) (OCT 1992)

Inspection and acceptance of services to be furnished hereunder shall be made, upon completion of the services, by the requiring activity.

(End of Provision)

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SECTION F DELIVERABLES OR PERFORMANCE

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

5001	9/29/2011 - 9/28/2012
5002	9/29/2012 - 9/28/2013
5003	9/29/2013 - 9/28/2014
6001	9/29/2011 - 9/28/2012
6002	9/29/2012 - 9/28/2013
6003	9/29/2013 - 9/28/2014

CLIN - DELIVERIES OR PERFORMANCE

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

5001	9/29/2011 - 9/28/2012
5002	9/29/2012 - 9/28/2013
5003	9/29/2013 - 9/28/2014
6001	9/29/2011 - 9/28/2012
6002	9/29/2012 - 9/28/2013
6003	9/29/2013 - 9/28/2014

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SECTION G CONTRACT ADMINISTRATION DATA

SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(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 have their cage code activated by calling 866-618-5988. Once activated, 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, receiving reports 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 each file is not to exceed 2MB. Multiple attachments are allowed.

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

	<i>Routing Table</i>
WAWF Invoice Type	<i>2-in-1</i>
Contract Number	<i>N00178-04-D-4101</i>
Delivery Order Number	<i>EX01</i>
Issuing Office DODAAC	<i>N00189</i>
Admin Office DODAAC	<i>S2404A</i>
Service Acceptor DODAAC	<i>N68948</i>
Local Processing Office (Certifier)	<i>N68948</i>
Paying Office DODAAC	<i>HQ0338</i>
Acceptor/COR Email Address	frank.sailes@navy.mil

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
Frank Sailes	frank.sailes@navy.mil	757-341-4371	COR

SUBCONTRACTING PLAN - INCORPORATED (FISC DET PHILA) (OCT 1992)

In accordance with FAR 19.702, the contractor has submitted a subcontracting plan which has been reviewed and approved by the contracting officer. The plan is hereby incorporated into this award as an attachment. The ACO is hereby delegated authority to monitor implementation of The Small Business and Small Disadvantaged Business

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Subcontracting Plan.

The Contractor shall provide a copy of all SF 294s, Subcontracting Reports for Individual Contracts, and SF 295s, Summary Subcontracting Reports, associated with the contract to The NAVSUP FLC Norfolk, Philadelphia Office, 700 Robbins Avenue, Building 2B, Philadelphia, PA 19111-5083.

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security that will be required under this contract is SECRET as designated on DD Form 254 attached hereto and made a part hereof.

The offeror shall indicate the name, address and telephone number of the cognizant security office;

Defense Security Service
14428 Albemarle Point Place
Chantilly, VA 20151
703-428-0018

The facilities to be utilized in the performance of this effort have been cleared to Top Secret level.

The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security required under this contract is SECRET as designated on DD Form 254 attached hereto and made a part hereof.

The Commander, Defense Investigative Service, Director of Industrial Security is designated Security Administrator for the purpose of administering all elements of military security hereunder.

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

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

(End of Clause)

Accounting Data

SLINID	PR Number	Amount
5001	N6894811RC7L005	1272252.00
LLA :		
AA 1711804 60CA 252 68948 068892 2D C7L005 6894817L760Q		
Standard Number: N6894811RC7L005		
6001	N6894811RC7L005	85000.00
LLA :		
AA 1711804 60CA 252 68948 068892 2D C7L005 6894817L760Q		
Standard Number: N6894811RC7L005		

BASE Funding 1357252.00
Cumulative Funding 1357252.00

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6001 N6894811RC7L005 (35000.00)
 LLA :
 AA 1711804 60CA 252 68948 068892 2D C7L005 6894817L760Q
 Standard Number: N6894811RC7L005

MOD 01 Funding -35000.00
 Cumulative Funding 1322252.00

MOD 02

5002 N6894812RC7L001 1321500.00
 LLA :
 AB 1721804 60CA 252 68948 068892 2D C7L001 6894827L760Q
 Standard Number: N6894812RC7L001

6002 N6894812RC7L001 50000.00
 LLA :
 AB 1721804 60CA 252 68948 068892 2D C7L001 6894827L760Q
 Standard Number: N6894812RC7L001

MOD 02 Funding 1371500.00
 Cumulative Funding 2693752.00

MOD 03

5003 N6894813RC7L006 1361184.00
 LLA :
 AC 1731804 60CA 252 68948 068892 2D C7L006 6894837L760Q
 Standard Number: N6894813RC7L006

6003 N6894813RC7L006 60000.00
 LLA :
 AC 1731804 60CA 252 68948 068892 2D C7L006 6894837L760Q
 Standard Number: N6894813RC7L006

MOD 03 Funding 1421184.00
 Cumulative Funding 4114936.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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

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

Frank Sailes
Contract Program Manager
1528 Piersey Street, Bldg O-27, Norfolk, VA 23511
Phone: 757-341-4371
Email: frank.sailes@navy.mil

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

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

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SECTION I CONTRACT CLAUSES

52.217-8 Option to Extend Services (Nov 1999)

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

(End of clause)

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 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 3 years.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

CAP & QASP

DD254