

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE J	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 23		3. EFFECTIVE DATE 10-Dec-2008	4. REQUISITION/PURCHASE REQ. NO. N00174-09-MR-55210	
5. PROJECT NO. (If applicable) N/A		6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 georgia.warder@navy.mil 301-744-6679		
7. ADMINISTERED BY (If other than Item 6) DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		8. PROJECT NO. (If applicable) S2404A		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) CACI Technologies, Inc. 14151 Park Meadow Drive Chantilly VA 20151		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
[X]		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4026-0004
		10B. DATED (SEE ITEM 13) 22-Feb-2005
CAGE CODE 8D014	FACILITY CODE 057364507	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

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

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input checked="" 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 type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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) Renee M Brown, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Renee M Brown (Signature of Contracting Officer)	16C. DATE SIGNED 10-Dec-2008
(Signature of person authorized to sign)			

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## GENERAL INFORMATION

THE PURPOSE OF THIS MODIFICATION IS TO CORRECT THE ACCOUNTING AND APPROPRIATION DATA ACRN REFERENCED IN MODIFICATION P00022. ACCORDINGLY, SAID TASK ORDER IS MODIFIED AS FOLLOWS:

1. ACCOUNTING AND APPROPRIATION DATA AS LISTED IN P00022 IS CORRECTED AS FOLLOWS;

FROM:

AE: 1781804 8B2B 252 68963 0 068892 2D 00837 689638CONT2Q

TO:

AF: 1781804 8B2B 252 68963 0 068892 2D 00837 689638CONT2Q

2. ANY QUESTIONS CONCERNING THIS MODIFICATION SHOULD BE ADDRESSED TO GEORGIA WARDER AT 301-744-6679 OR VIA E-MAIL TO GEORGIA.WARDER@NAVY.MIL.

The total amount of funds obligated to the task is hereby increased by [REDACTED] from [REDACTED] to [REDACTED]

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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
0001					██████████
0001AA	Basic - Administration, Financial and Informationa Technology Support (O&MN,N)	1.0 Lot	██████████	██████████	██████████
0001AB	Option I - Administration, Financial and Information Technology Support (O&MN,N)	1.0 Lot	██████████	██████████	██████████
0001AC	Option II - Administration, Financial and Information Technology Support (OTHER)	1.0 Lot	██████████	██████████	██████████

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
0002	Data as required under Section 6.0 of Attached Statement of Work			

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
0003			██████████
0003AA	Travel NTE ██████████ Material/Equipmen t NTE ██████████ (O&MN,N)	1.0 Lot	██████████
0003AB	Travel NTE ██████████ Material/Equipmen t NTE ██████████ (O&MN,N)	1.0 Lot	██████████

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0003AC Travel NTE 1.0 Lot [REDACTED]  
[REDACTED]  
Material/Equipment NTE [REDACTED]  
(O&MN, N)

TASK ORDER MANAGER (TOM)

(a) The Task Order Manager for this task order is:

Name: Mary Streeter

Mailing Address: Naval Ordnance Safety and Security Activity (NOSSA) 23 Strauss Avenue Bldg D323, Indian Head, Md. 20640

Code: NOSSA - N025 Telephone No.:301-744-6079

(b) The Alternate TOM for this contract is:

Name: Erica Latham

Mailing Address: Naval Ordnance Safety and Security Activity (NOSSA) 23 Strauss Avenue Bldg D323, Indian Head, Md. 20640 Code: NOSSA- N02 Telephone No.: 301-744-6019

(c) The TOM 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 TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the 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 task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the TOM named above is absent due to leave, illness or official business, all responsibility and functions assigned to the TOM will be the responsibility of the alternate TOM.

SUBMISSION OF INVOICES (COST-REIMBURSEMENT, TIME-AND-MATERIALS, LABOR-HOUR, OR FIXED PRICE INCENTIVE) (JUL 1992)

(a) "Invoice" as used in this clause includes contractor requests for interim

payments using public vouchers (SF 1034) but does not include contractor requests for progress payments under fixed price incentive contracts.

(b) The Contractor shall submit invoices and any necessary supporting documentation, in an original and copies, to the contract auditor\* at the following address:

\_\_\_\_\_ Commanding Officer \_\_\_\_\_

\_\_\_\_\_ 23 Strauss Avenue Bldg. D-323 \_\_\_\_\_

\_\_\_\_\_ Indian Head, Md. 20640 Attention: Mary Streeter, NOSSA (N025) and Deborah Florschutz, NOSSA (N023)

unless delivery orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order. In addition, an information copy shall be submitted to the TOM and NAVSEA INDIAN HEAD, Comptroller Code 021. Following verification, the contract auditor\* will forward the invoice to the designated payment office for payment in the amount determined to be owing, in accordance with the applicable payment (and fee) clause(s) of this contract.

(c) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified

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in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoices shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than calendar days between performance and submission of an interim payment invoice..

(d) In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

- (1) Contract line item number (CLIN)
- (2) Subline item number (SLIN)
- (3) Accounting Classification Reference Number (ACRN)
- (4) Payment terms
- (5) Procuring activity
- (6) Date supplies provided or services performed
- (7) Costs incurred and allowable under the contract
- (8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided
- (e) A DD Form 250, "Material Inspection and Receiving Report",

is required with each invoice submittal.

XX is required only with the final invoice.

is not required.

(f) A Certificate of Performance

shall be provided with each invoice submittal.

XX is not required.

(g) The Contractor's final invoice shall be identified as such, and shall list all

other invoices (if any) previously tendered under this contract.

(h) Costs of performance shall be segregated, accumulated and invoiced to the

appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLINS/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allocated o

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

Naval Ordnance Safety and Security (NOSSA)

NOSSA Corporate Operations Support

Statement of Work

Task Title: NOSSA Corporate Operations Support

### 1.0 BACKGROUND AND SCOPE

The Naval Ordnance Safety and Security Activity (NOSSA) is a Naval Sea Systems Command (NAVSEA) field organization whose headquarters are located in Indian Head, MD. NOSSA employs approximately 100 employees at headquarters and at its field offices ESSOLANT and ESSOPAC in Norfolk and San Diego. NOSSA's mission is to manage and execute Navy and NAVSEA Programs in the area of explosives safety and security. NOSSA's programs include Weapons and Combat System Safety, Ordnance Environmental Support Office, Insensitive Munitions, Explosives Safety and Security, Ordnance Quality Evaluation, and the ordnance safety inspection programs conducted by ESSOLANT and ESSOPAC.

The NOSSA Corporate Operations Office (N02) is responsible for NOSSA's command-level functions in the areas of clerical/administrative support, financial, human resources, travel, communications, plant property accounting, office automation and information technology (IT) management. Within IT management, the Corporate Operations Office manages the transition of NOSSA's networks, workstations and applications into the Navy Marine Corps Intranet (NMCI) program; and is responsible for transition planning and interim in-house technical support for systems, functions and applications not supported by NMCI. The Corporate Operations Office provides interim in-house technical and network administration support for but not limited to: NOSSA's classified network, the Defense Messaging System (DMS), and the NOSSA Website (DADMS #20713). This Statement of Work (SOW) is for non-personal support services to the NOSSA Corporate Operations Office (N02) and other NOSSA programs in the areas of Administrative, Financial and IT support services.

### 2.0 TASK REQUIREMENTS

#### 2.1 Administrative and Financial Support

2.1.1 Front Office. The contractor shall provide on-site administrative support to the Commanding Officer (CO) and Executive Director (ED). Support shall be provided on every government business day between 0900 and 1700 or as specified by the government, and backup support shall be provided for basic administrative functions during these same business hours when the primary contractor is unavailable. Duties shall include but not be limited to:

- managing the CO/ED's incoming email, Naval messages and other correspondence to include but not be limited to: identifying the originator at NAVSEA or CNO headquarters and other government organizations, reviewing for content, determining criticality, and redirecting to the appropriate functional area within NOSSA with a recommendation for required action reviewing NOSSA's outgoing correspondence, policy and technical documentation to include but not be limited to: content, consistency with previous NOSSA products, adherence to Navy correspondence formats, appropriate and accurate distribution list
- preparing Power Point presentations on policy, financial and technical issues given only broad direction
- preparing meeting minutes including identifying action items, and following up on these action items with internal and external

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personnel and organizations

- scheduling meetings, coordinating required meeting logistics and contacting appropriate personnel at Navy headquarters and other organizations, maintaining the CO/ED's calendars, researching travel requirements and making travel arrangements

- additional administrative, reception, clerical and technical
- maintaining and reporting metrics for assigned tasking as requested by the government

- maintaining the NOSSA Front Office Procedures Manual

2.1.2 Travel Desk. The contractor shall manage the NOSSA Travel Desk. Duties shall include but not be limited to: administering the Defense Travel System (DTS) and approximately 120 user accounts; training NOSSA and CNO sponsor personnel on DTS and Joint Travel Regulation (JTR) travel requirements and software; performing financial analyses of travel budgets and expenditures; maintaining and reporting metrics for the Travel Desk as requested by the government; maintaining the NOSSA Travel Desk Procedures Manual. Occasional local and long distance travel may be required to train DTS users at NOSSA field offices and sponsor sites. The contractor shall also provide surge support to the NOSSA Corporate Operations Office to include but not be limited to: reconciling STARS and other financial accounts; basic financial and budget analyses; preparing presentations on budget/financial and other Corporate Operations Office functions; maintaining the archive of NOSSA instructions; maintaining Corporate Operations Office procedures guides; providing logistics support to All Hands and other meetings; data entry; basic clerical, filing and administrative services.

2.1.3 General Administrative. The contractor shall provide general administrative, clerical and filing support. This support may be fulltime, part-time or occasional as required by the government to support emergent data calls and other unplanned or irregular support requirements. Duties shall include but are not limited to: preparing Naval correspondence, preparing travel orders using Defense Travel System (DTS), logging action items, answering telephones, maintaining electronic file cabinets and posting electronic documents.

## 2.2 Information Technology Support

2.2.1 Help Desk. The contractor shall provide administrative and technical support for the NOSSA Help Desk and NOSSA Message Desk. The contractor shall provide end-user support to approximately 80 NOSSA personnel at Indian Head MD. The contractor shall also provide high-quality customer-oriented support to NOSSA's occasional customers such as visitors, sponsors, contractors, and NMCI and base support personnel as requested by the government.

It is envisioned that the NOSSA Help Desk and NOSSA Message Desk shall share at least two support personnel. When more than one Help/Message Desk support personnel is available on-site, the Help Desk and Message Desk shall be manned during between 0730 and 1700 on government business days. When only one Help/Message Desk contractor is available, the Help Desk and Message Desk shall be manned during core business hours, which is between 0830 and 1500. The Help/Message Desk support personnel shall be subject to extended hours or recall outside of core business hours at the government's request with 4 hours lead-time, however, actual recall is expected to occur no more than once a year. The contractor shall propose a method for recalling IT support personnel. If the support personnel require any electronic communications device(s) (such as mobile phone, pager) in order to be contacted about a recall, then the contractor shall provide and manage that device(s) as CFE. Whereas different IT support personnel may have different labor categories, it is envisioned that all IT support personnel will have the knowledge and cross-training to provide the "basic Help Desk functions"

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(Section 2.2.1) and "basic Message Desk functions" (section 2.2.2) which shall be supported during core business hours.

The contractor shall coordinate and manage the IT support personnel for project management issues including but not limited to: work schedules, cross-training, work assignments, and task statuses. The contractor shall maintain an electronic log of task assignments and their current statuses which shall be available to IT support personnel and to the NOSSA Information Manager. The contents of the IT task status log are more important than their exact format or system capabilities. The contractor shall propose a method for managing the IT support personnel and maintaining the IT task status log.

The contractor shall provide "basic Help Desk" end-user functions as referenced in (2.2.1) which shall include but not be limited to:

- Video Tele-Conferencing (VTC) support using NMCI VTC equipment;
- setting up IT and office equipment in conference rooms and elsewhere on the Indian Head base;
- researching, managing inventory, and preparing requisitions for consumables for IT and office equipment; installing toner cartridges; maintaining print usage metrics
- managing the laptop pools;
- assisting government personnel in inspecting products delivered by NMCI such as applications, software and hardware including RAS functions;
- serving as escort and technical point of contact for equipment, systems and facilities in NOSSA's IT-controlled access workspaces;
- performing daily IT security inspections and reporting security vulnerabilities with recommendation for corrective action; maintaining procedures guides for security inspections;
- providing end-user assistance for: information security practices such as backups and directory configurations, desktop icons and file mappings for standard NOSSA applications.

The contractor shall provide additional Help Desk functions which shall include but not be limited to:

- researching the technical aspects of NMCI products and recommending which NMCI products should be ordered by the government;
- identifying, reporting and following up on NMCI Trouble Tickets for network, reachback or communications NMCI problems that affect multiple NOSSA users;
- maintaining non-NMCI dial-up terminals and non-NMCI laptop pool which includes but is not limited to: researching and installing IAVAs; maintaining hardware and software; researching and recommending technology refreshment; managing inventory;
- relocating analog phone lines within Bldg D-323 and trouble-shooting electronic devices connected to these lines;
- researching, managing inventory, and preparing requisitions for portable electronic devices, office equipment and software licenses;
- maintaining equipment inventory records in the Defense Property Accounting System (DPAS);
- maintaining floor plans for Bldg D-323;
- providing support to NOSSA field office personnel on NMCI and equipment technical problems using telephone or email;
- monitoring the NOSSA SIPRNET network and its communications; notifying and coordinating with NMCI AOR Base Ops to correct any technical difficulties; assisting in transitioning the SIPRNET network and other legacy systems to full NMCI support; assisting the NOSSA Information Manager in managing user accounts on the

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classified network.

2.2.2 Message Desk. The contractor shall provide administrative and technical support for the NOSSA Message Desk which contains the classified and unclassified Defense Messaging Systems (DMS).

The contractor shall provide "basic Message Desk" end-user functions as referenced in (2.2.1) which shall include but not be limited to:

- downloading and distributing incoming messages twice-daily (at 0730-0830 and 1430);
- sending outgoing messages that have been prepared and formally released by government personnel;
- researching addresses for outgoing messages;
- downloading and distributing incoming classified emails;
- assisting end-users in preparing and sending classified emails;
- maintaining Message Desk metrics and files

The contractor shall provide additional Message Desk functions which shall include but not be limited to:

- researching and installing DMS software updates;
- trouble-shooting hardware, software and communications problems and coordinating with external technical activities as required for resolution;
- researching whether outgoing messages were successfully sent and providing follow-up and corrective action;
- providing technical end-user support to DMS support software such as DMDS, DPVS, CMP and TurboPrep;
- maintaining NOSSA's distribution lists for incoming messages and managing NOSSA's DMS NMCI functional mailboxes;
- monitoring new information in the Navy's DMS websites and recommending actions to message preparers and the Message Desk coordinator;
- maintaining the NOSSA Message Desk Procedures Manual

2.2.3 NOSSA Website. The contractor shall manage and administer the NOSSA Website system which includes both production and development servers and public and restricted websites. Duties shall include but not be limited to:

- monitoring the network and communications infrastructure that support the NOSSA Website system; notifying and coordinating with NMCI AOR Base Ops and other technical organizations to correct any infrastructure problems; assisting in transitioning components of the NOSSA Website system to NMCI hosting, Navy web portals, or other infrastructures as required by the government;
- performing daily and weekly backups; restoring data bases and web pages as required; documenting backup procedures;
- researching and providing recommendations on information security issues including but not limited to: web software design and configuration, authentication, accounts management procedures, network design and configuration; researching and installing IAVAs; maintaining PKI certificate software; implementing PKI user authentication;
- reviewing whether the NOSSA Website system is NMCI-compliant and recommending corrective action;
- researching commercial software and utilities; recommending their use in the NOSSA Website system; integrating them into the NOSSA Website; preparing technical documentation and descriptions; performing configuration management; managing licenses;
- providing systems analysis for functions supported by the NOSSA Website systems; recommending and implementing additional functions to take advantage of new technology opportunities; recommending and implementing routine maintenance for minor user improvements; recommending major design changes and coordinating their implementation with other web designers as requested by the government;

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- reviewing new and modified web software and database modules that have been prepared by external government and commercial web developers and providing recommendations; coordinating with other web developers in conducting these reviews; recommending whether the modules are NMCI-compliant, and consistent with DoD security requirements and the NOSSA Web environment; integrating these modules into the production NOSSA Website system; managing the transition of old to new modules; maintaining new modules after they are integrated
- posting documents on the NOSSA Website as requested by NOSSA personnel
- performing routine trouble shooting and maintenance for the NOSSA Website system which includes but is not limited to: W2000, IIS, SQL-2000, MS-Access, HTML; ASP.NET;
- administering and maintaining the data bases in the NOSSA Website systems, to include but not be limited to: monitoring and ensure data integrity and security; managing access permission; performing re-indexing to support search functions; restoring data bases that have been damaged due to system or user error; tuning for performance; documenting design and basic procedures
- maintaining and reporting metrics for the NOSSA Website systems as requested by the government

### 3.0 SECURITY CLEARANCE REQUIREMENT

Contractor personnel providing on-site support to NOSSA must have and maintain a SECRET clearance for access to the computer server room in Bldg D-323 and classified documents/containers. The contractor shall submit Visit Authorization Requests to the appropriate Government office, as required.

### 4.0 PRIVATE KEY INFRASTRUCTURE (PKI) REQUIREMENTS

The government may, at its option, require the contractor to procure as CFE a "soft" DoD PKI certificate for logon access to the NMCI network and other DoD software applications. The government may, at its option, require the contractor to procure as CFE a "hard" DoD PKI certificate in the form of a Common Access Card (CAC), for logon access to the NMCI network and also physical access to the Indian Head base facilities. The government may, at its option, provide a "soft" PKI certificate and also a CAC to the contractor as GFE. The contractor shall coordinate PKI and CAC requirements with the appropriate Government office, as required.

### 5.0 CONTRACTOR FURNISHED EQUIPMENT (CFE) AND GOVERNMENT FURNISHED EQUIPMENT (GFE)

The contractor shall provide CFE as follows:

- electronic device(s) for Help/Message Desk recalls (reference Section 2.2.1)
- "soft" PKI certificate (reference Section 4.0)
- Common Access Card (reference Section 4.0)

The government shall provide GFE for on-site contractors to include but not be limited to:

- required office space, furniture, equipment, utilities, data, documents, maintenance and facilities support
- telephone services except as specified for CFE,
- all supplies and consumables
- all computers, computer accounts

### 6.0 DELIVERABLE PRODUCTS

Deliverable Item (DI)	Description	Deadline
001	Status Report	15th of each month, reporting on prior month
002	NOSSA Front Office Procedures Manual (Section 2.1.1)	Updated Procedures Manual - 15th of each month
003	NOSSA Travel Desk Procedures Manual (Section 2.1.2)	Updated Procedures Manual - 15th of each month

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004 NOSSA Message Desk Procedures Manual (Section 2.2.2)

Updated Procedures Manual - 15th of each month

The monthly Status Report shall describe contractual funding status, accomplishments during the reporting period, work in progress, planned work for the next reporting period, or other reporting areas of interest as directed by the government.

#### 6.1 Deliverable Distribution Requirements

Copies of deliverables will be distributed as noted above in the Deliverable Item descriptions to:

For DIs 001 through DI 004:

1 (one) hard copy and 1 (one) electronic copy (when available) of deliverable and cover letter to Mary Streeter, Code N025, Naval Ordnance Safety and Security Activity (NOSSA), Bldg D-323, Indian Head MD 20640; mary.streeter@navy.mil .

#### 7.0 TRAVEL

As directed by the government. The Contractor shall adhere to the Joint Travel Regulations (JTR). Estimated travel costs will be presented to the NOSSA Client Representative no less than 5 days prior to travel for approval. Within 5 days of completion of travel, the Contractor shall generate and submit the Contractor Travel Report which includes actual travel expenses and well as a trip report to the Client Representative, to include all approved and completed documents.

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## **SECTION D PACKAGING AND MARKING**

See Basic Contract Clauses

Ship to Address:

Commanding Officer

NOSSA

23 Strauss Avenue Bldg D-323

Indian Head, Md. 20640

Attention: Mary Streeter

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## **SECTION E INSPECTION AND ACCEPTANCE**

See Basic Contract Clauses

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## **SECTION F DELIVERABLES OR PERFORMANCE**

### CLIN - DELIVERIES OR PERFORMANCE

Clin 0001AA and 0003AA - One year from Contract Award

Clin 0001AB and 0003AB - One year from exercise of Option

Clin 0001AC and 0003AC - One year from exercise of Option

Clin 0002 - Data as required under Statement of Work (Section 6.0)

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## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager  
Mary L. Streeter, NOSSA N02  
23 Strauss Avenue Bldg D-323  
Indian Head, MD 20640  
mary.streeter@navy.mil  
301-744-6079

### ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

#### ESTIMATED

ITEM(S) ALLOTTED TO COST ALLOTTED TO FEE PERIOD OF PERFORMANCE

SEE GENERAL INFORMATION SECTION

#### TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Georgia Warder

Phone Number: (301) 744-6679

Email: warderga@ih.navy.mil

Payments/Invoicing: Marilyn White

Phone Number: 301-744-6009

Task Order Manager: Mary Streeter

Phone Number: (301) 744-6079

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Renee Brown at (301) 744-6653.

#### Accounting Data

SLINID	PR Number	Amount
0001AA	N6896305RX00531 Basic	██████████
LLA :		
AA: 1751804 8B2B 252 68963 0 068892 2D X00531 689635CONT2Q		

MOD 4

0001AA	N6896305RX00531 Basic	██████████
LLA :		
AA: 1751804 8B2B 252 68963 0 068892 2D X00531 689635CONT2Q		

MOD 6

0001AA	N6896305RX00531 Basic	██████████
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LLA :  
AB AA: 1751804 8B2B 252 68963 0 068892 2D X00531 689635CONT2Q  
Standard Number: N6896306RX00621

0003AA [REDACTED]  
LLA :  
AA: 1751804 8B2B 252 68962 0 068892 2D X00531 689635CONT2Q

MOD 7

0001AA N6896305RX00531 Basic [REDACTED]  
LLA :  
AB AA: 1751804 8B2B 252 68963 0 068892 2D X00531 689635CONT2Q  
Standard Number: N6896306RX00621

0001AB N6896306WX00621 [REDACTED]  
LLA :  
AC AA: 1751804 8B2B 252 68962 0 068892 2D X00531 689635CONT2Q  
Standard Number: Amend 1

0003AB N6896306WX00621 [REDACTED]  
LLA :  
AC AA: 1751804 8B2B 252 68962 0 068892 2D X00531 689635CONT2Q  
Standard Number: Amend 1

MOD 8

0001AB N6896306WX00621 [REDACTED]  
LLA :  
AC 1761804 8B2B 252 68963 0 068892 2D X00621 689635CONT2Q  
Standard Number: Amend 2  
Reference Modification Document(s) for correct accounting breakdown

MOD 10

0001AB N6896306RX00621 [REDACTED]  
LLA :  
AC 1761804 8B2B 252 68963 0 068892 2D X00621 689635CONT2Q  
Standard Number: Amend 4  
See General Information Section for funding breakout.

MOD 11

0001AB N6896306RX00621 [REDACTED]  
LLA :  
AC 1761804 8B2B 252 68963 0 068892 2D X00621 689636CONT2Q  
Standard Number: Amend 4  
See General Information Section for funding breakout.

MOD 12

0001AB N6896306RX00621 [REDACTED]  
LLA :  
AC 1761804 8B2B 252 68963 0 068892 2D X00621 689636CONT2Q  
Standard Number: Amend 5  
See General Information Section for funding breakout.

MOD 14

0001AB N6896307RX00736 [REDACTED]  
LLA :  
AD 1771804 8B2B 252 68963 0 068892 2D X00736 689636CONT2Q  
Standard Number: BASIC  
See General Information Section for funding breakout.

0001AC N0017407PR2001 [REDACTED]  
LLA :  
AD 1771804 8B2B 252 68963 0 068892 2D X00736 689636CONT2Q  
Standard Number: N6896307RX00736 BASIC  
See General Information Section for funding breakout.

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0003AC N0017407PR2001 [REDACTED]  
LLA :  
AD 1771804 8B2B 252 68963 0 068892 2D X00736 689636CONT2Q  
Standard Number: N6896307RX00736 BASIC  
SEE GENERAL INFORMATION SECTION FOR

MOD 15

0001AC N0017407PR2381 [REDACTED]  
LLA :  
AD 1771804 8B2B 252 68963 0 068892 2D X00736 689637CONT2Q  
Standard Number: N6896307RX00736 BASIC  
See General Information Section for funding breakout.

MOD 16

0001AC N0017407PR2550 [REDACTED]  
LLA :  
AD 1771804 8B2B 252 68963 0 068892 2D X00736 689637CONT2Q  
Standard Number: N6896307RX00736 BASIC  
See General Information Section for funding breakout.

MOD 17

000101 N0017408PR0208 [REDACTED]  
LLA :  
AE 1781804 8B2B 252 68963 0 068892 2D X00830 689637CONT2Q  
Standard Number: N6896307RX00830/BASIC

MOD 18

000102 N0017408PR [REDACTED]  
LLA :  
AE 1781804 8B2B 252 SASNS 0 068342 2D 000000 12B260000260  
SEE GENERAL INFORMATION SECTION

000103 N0017408PR0377 [REDACTED]  
LLA :  
AE 1781804 8B2B 252 68963 0 068892 2D X00830 689637CONT2Q  
Standard Number: N6896307RX00830

0001AC N0017407PR2550 [REDACTED]  
LLA :  
AD 1771804 8B2B 252 68963 0 068892 2D X00736 689637CONT2Q  
Standard Number: N6896307RX00736 BASIC  
See General Information Section for funding breakout.

MOD 20

0001AC N0017408PR0208 [REDACTED]  
LLA :  
AE 1781804 8B2B 252 68963 0 068892 2D X00830 689638CONT2Q  
Standard Number: N6896308RX00830  
\$115,140.00 is an adjustment to total funding only not additional funds added. REQ  
NO 73386006 adds \$80,000.00; REQ NO. 80222733 adds \$40,000.00 See General  
Information Section for further mod details

MOD 21

0001AC N0017408PR0208 [REDACTED]  
LLA :  
00 FUNDING REALIGNMENT FROM 0003 (AA,AB and AC)

0003AA N0017408PR0905 [REDACTED]  
LLA :  
AB 1761804 8B2B 252 68963 0 068892 2D X00621 689635CONT2Q  
PARTIAL FUNDING REALIGNED TO 0001

0003AB N0017408PR0905 [REDACTED]  
LLA :  
AC 1761804 8B2B 252 68963 0 068892 2D X00621 689635CONT2Q

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FUNDING REALIGNED TO 0001

0003AC N0017408PR0905 [REDACTED]  
LLA :  
AD 1771804 8B2B 252 68963 0 068892 2D X00736 689636CONT2Q  
FUNDING REALIGNED TO 0001

MOD 22

0001AC N0017408PR0208 [REDACTED]  
LLA :  
00 FUNDING REALIGNMENT FROM 0003 (AA,AB and AC)

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Ordering Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. The scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

#### HOLIDAY DATE OF OBSERVANCE

New Year's Day 01 January

Martin Luther King's Birthday 19 January

President's Day 16 February

Memorial Day 31 May

Independence Day 5 July

Labor Day 6 September

Columbus Day 11 October

Veteran's Day 11 November

Thanksgiving Day 25 November

Christmas Day 24 December

\* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

3. The hours of operation for the Procurement Department and Receiving Office are as follows:

#### AREA FROM TO

Procurement Department(BLDG. 1558) 7:30 A.M. 4:00 P.M.

Receiving Office (BLDG. 116) 7:30 A.M. 11:00 A.M.

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12:30 P.M. 2:00 P.M.

If you intend to visit the Procurement Department, it is advised that you call for an appointment at least 24 hours in advance.

#### GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE)

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Task Order Manager, via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

#### TECHNICAL INSTRUCTIONS

(a) Performance of the work hereunder will be subject to written technical instructions signed by the Ordering Officer specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instructions may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause of the basic contract; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for task order performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Ordering Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Ordering Officer that the technical instruction is within the scope of this task order.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

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## SECTION I CONTRACT CLAUSES

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

### OPTION TO EXTEND THE TERM OF THE TASK ORDER

(a) The Government may extend the term of this contract by written notice to the Contractor within 365 days of award or exercise of previous option; 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 5 years.

52.222-41 Service Contract Act (1965)

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## SECTION J LIST OF ATTACHMENTS

1. Approved Individual Subcontracting Plan
2. Updated Funding Spreadsheet