

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
19

3. EFFECTIVE DATE
04-May-2016

4. REQUISITION/PURCHASE REQ. NO.
N6341016RCNC40101

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
700 Robbins Avenue, Bldg. 2B
Philadelphia PA 19111-5083

DCMA Manassas
14501 George Carter Way
Chantilly VA 20151

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

CACI TECHNOLOGIES INC.
14370 Newbrook Drive
Chantilly VA 20151-2218

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4026-EX02

10B. DATED (SEE ITEM 13)

01-Jan-2011

CAGE CODE 8D014

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.
- 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).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- [X] D. OTHER (Specify type of modification and authority) IAW FAR 52.232-22 'Limitation of Funds'

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

04-May-2016

BY (Signature of Contracting Officer)

04-May-2016

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 deobligate funding from CLINs 4105 and 6005. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby decreased from \$2,772,340.03 by \$105,000.00 to \$2,667,340.03.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
410501	O&MN,N	241,946.00	(100,000.00)	141,946.00
600501	O&MN,N	5,000.00	(5,000.00)	0.00

The total value of the order is hereby increased from \$2,831,868.03 by \$0.00 to \$2,831,868.03.

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4001	D306	Total Workforce Analysis CPFF - Services IAW PWS (O&MN,N)	1.0	LO	██████████	██████████	\$464,875.00
400101	D306	INCREMENTAL FUNDING - COST CODE 63410103NMQQ (O&MN,N)					
4002	D306	Total Workforce Analysis CPFF - Services IAW PWS (O&MN,N)	1.0	LO	██████████	██████████	\$643,816.00
400201	D306	(O&MN,N)					
4003	D306	Total Workforce Analysis CPFF - Services IAW PWS (O&MN,N)	1.0	LO	██████████	██████████	\$471,558.03
400301	D306	(O&MN,N)					
4004	D306	Total Workforce Analysis CPFF - Service IAW PWS (O&MN,N)	1.0	LO	██████████	██████████	\$452,837.00
4005	D306	Total Workforce Analysis CPFF - Service IAW PWS (O&MN,N)	1.0	LO	██████████	██████████	\$482,308.00
4105	D306	Total Workforce Analysis CPFF - Service IAW PWS (O&MN,N)	1.0	LO	██████████	██████████	\$278,974.00
410501	D306	(O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6001	D306	TRAVEL COST - In support of CLIN 4001. Travel will be paid at actual cost IAW Joint Travel Regulations. Not to Exceed \$7,500 for 9 month base period. (O&MN,N)	1.0	LO	\$7,500.00
600101	D306	INCREMENTAL FUNDING - COST CODE 63410103NMQQ (O&MN,N)			
6002	D306	TRAVEL COST - In support of CLIN 4002. Travel will be paid at actual cost IAW Joint Travel Regulations. Not to Exceed \$10,000 per year. (O&MN,N)	1.0	LO	\$10,000.00
600201	D306	(O&MN,N)			
6003	D306	TRAVEL COST - In support of CLIN 4003. Travel will be paid at actual cost IAW Joint Travel Regulations. Not to Exceed \$10,000 per year. (O&MN,N)	1.0	LO	\$0.00
600301	D306	(O&MN,N)			
6004	D306	TRAVEL COST - In support of CLIN 4004. Travel will be paid at actual cost IAW Joint Travel Regulations. Not to Exceed \$10,000 per year. (O&MN,N)	1.0	LO	\$10,000.00

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6005	D306	TRAVEL COST - In support of CLIN 4005. Travel will be paid at actual cost IAW Joint Travel Regulations. Not to Exceed \$10,000 per year. (O&MN,N)	1.0	LO	\$10,000.00
600501	D306	(O&MN,N)			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

WORKFORCE ANALYSIS and SUPPORT SERVICES

1. Background: The Navy Manpower Analysis Center (NAVMAC) mission is to develop and document manpower requirements for all Fleet activities within the Navy; provide direct support to Chief of Naval Operations (CNO (N1)) in managing the Navy manpower requirements programs; provide manpower requirements determination support for Navy's acquisition programs and initiatives; administer the officer and enlisted occupational classification structure; provide technical consulting services in all areas of manpower management to manpower managers, manpower claimants, and OPNAV sponsors; provide functional management support for assigned manpower Automated Information Systems (AIS); provide direct support to CNO central authority to enforce policy or additional technical guidance needed to achieve objectives of total force manpower management; and perform other manpower analyses as directed by higher authority.

2. Project Objectives. The overall objective of this PWS is to provide Total Force Manpower Management and database support services.

3. Scope of Technical Services Required. The contractor will supply technical services to NAVMAC in the aforementioned manpower areas. Contractor work will commence no later than three days after receipt of award.

a. Navy Manpower Systems Functional Management Support: The scope of this includes, but is not limited to, defining the functional requirements, performance characteristics, functional architecture for Navy Manpower Systems, identification of requirements, development of Program Objective Memorandum (POM) issues, and participation in the budget formulation and execution.

b. Conduct Functionality Assessment Analysis: The scope of this tasking is to conduct "as is" and "to be" business process and system analysis activities as identified by the Government.

c. Manpower Data Management Support: The scope of this tasking includes support to update, maintain, and perform analysis of databases relating to Navy manpower.

d. Manpower Management Analytical Tool Support: The professional services required consist of developing and maintaining manpower analytical tools using a wide variety of office automation, spreadsheet, presentation, and database applications.

e. Navy Occupational Classification System (NOCS)/Job Analysis (JA) Database Administration: The professional services required consist of software analysis, maintenance of data integrity of database, computer programming and analysis, technical documentation, and training.

f. Navy Job Analysis Survey Support Services: The scope of this tasking includes developing Navy Job Analysis (NJA) surveys and analyzing survey results; proposing new methods and enhancements to NJA processes and tools; and developing job analysis standard documentation.

g. Navy Job Analysis (NJA) Standard's Task Analysis: The scope of this tasking is to maintain JA Standard's tasks and conduct commonality studies.

4. Specific tasks in support of aforementioned technical requirements:

a. Navy Manpower Systems Functional Management Support

- Provide support to manpower system Functional Manager in the operation of the Configuration Control working group (WG) including the planning and scheduling of the meetings, preparation of the Chairperson's notebook, preparation of agendas and meeting results, and track WG action items.
- Evaluate test designs, approaches, and techniques for data collection and data analysis.
- Act as or assist the assigned Test Director or participate as observers.

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- Analyze and prepare tabulated and graphical data, and other tools, as required to monitor developments, including system upgrade and modification schedules, and testing to ensure compatibility with development and production schedules and to ensure compatibility with related non-Manpower system changes.
- Develop for government approval functional requirement documents (Business Requirements (BURT), Operational Requirements Documentation (ORD), and Mission Needs Statement (MNS)).
- Participate in Integrated Product/Process Teams.
- Participate in manpower policy and planning meetings.
- Participate in BPR workshops and review and evaluate BPR “as is” and “to be” models, recommendations, and documentation.
- Participate in the organizational development projects and preparation of performance measurement tools for the purposes of continuous process improvements.
- Provide support in the development of Requirement Specification Documents (RSDs) on SCRs.
- Prepare written guidelines and procedures for reviewing and authorizing (or denying) system access requests.
- Review system access requests for completeness, format, conformance, and process system access requests.
- Respond to password and login problems encountered by authorized users.
- Prepare written guidelines and procedures for reviewing and authorizing (or denying) system data requests.
- Review, determine the classification of requested data, and process manpower data requests.
- Provide programmatic support for the development of inputs for the Navy’s Planning, Programming, Budgeting, and Execution System (PPBES) including inputs for Program Objective Memorandum (POM) and Budget Issues and resource allocations and controls.
- Identify new issues and identify previous items resolved. Maintain such information along with action letter files and the delivery of final reports.
- Provide programmatic support for investigating resource allocation issues that impact manpower support.
- Prepare monthly status on the financial and technical aspects and status of Manpower system operations and development efforts.
- Maintain a weekly schedule of events and meetings.
- Maintain a tracking system to track the assignment, schedule, and accomplishment of Action Items.
- Prepare meeting agendas and record and distribute meeting minutes.
- Maintain Manpower Systems Program Organization Chart identifying organizational roles and relationships, key players, phone numbers, and e-mail addresses.
- Provide operational control of Departmental Library.
- Maintenance and cataloging of all departmental electronic reference files and tables.
- Operate and maintain on the Government’s site a Functional Manager’s Library to retain, update, and retrieve hard copy file documentation of presentations, presentation backup materials, classified material, and related technical and programmatic products. Maintenance will be provided on a daily

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basis and include additions, updates, and purging of library items.

- Operate and maintain a computerized library accessible 24 hours per day from the Government's site containing all presentation materials, briefing materials, and copies of all system documentation available in electronic format. Collect, categorize, and index all electronic products into discrete files for entry into and maintenance in the library.
- Participate in the development of Functional Contingency Plans, Functional Contingency Procedures, and Functional Contingency Test Plans and other plans as needed.

b. Conduct Functionality Assessment Analysis:

When directed, the Contractor will:

- Analyze Business Processes and Systems identified by the Government. Review the current process and make recommendations on process and system improvements. Specifically:
 - Identify and document the Navy's manpower business processes including a gap analyses performed of any proposed Commercial off the Shelf (COTS) to determine the level of fit for reengineering current manpower systems to support retiring legacy systems & web-enabling navy's systems using COTS software.
 - Perform "as is" Business Process Analysis, to baseline current processes using functional interviews, documentation review, and process documentation.
 - Perform "what if" Business Process Analysis to identify process alternatives.
 - Document the "to be" target Business Process after customer selection of a process alternative.
 - Develop a Reengineering Master Plan for the execution of the "to be" Business Process on a technological level.
 - Develop an Implementation Plan outlining findings and recommendations on how to make recommended changes to the business process.
 - Develop Management Plan. Establish Functionality Assessment Program/Strategy and Management Structure.
 - At a minimum, the Management Plan will describe the technical approach, organizational resources, and management controls to be used to meet cost, performance and schedule requirements. The technical approach will describe when accomplishments of tasks will be achieved and identify members of the team and assigned areas of responsibility. The specific methodology to be employed will be described in the technical approach. A work breakdown structure of POA&Ms will be provided delineating details regarding interim deliverables and schedules for the project. The work breakdown structure and task identification scheme will be compatible with the tools and structure used to manage tasks under this contract. The work plan must be approved by the Government representative prior to beginning subsequent tasks in this contract and upon each modification.
- Document Current Baseline.
- The Contractor will apply its technical approach in the modeling and analysis of the following process(es) associated with the programs as identified by the Government:
 - Programming and Budget.
 - Data Interfaces (to be identified by the Government).
 - Personnel and Training Inter-relationships associated with manpower processes.
- Using Integrated Definitions (IDEF) and UDEFIX compliant methodology, model the activities

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associated with the business process and the data and system that support, or are supported by, the processes specified by the Government.

- “As is” process models will be developed for delivery – the first model will be developed in an IDEF0 format ensuring a level of granularity required to capture the business process to the information system transaction level. The second model will be delivered to support “what if” analysis and Activity Based Costing.
- Examine the “as is” process in the business area including issues, such as technology, culture, and marketplace taking into account the findings from the Enterprise-level Assessment (e.g. enterprise goals, objectives, measures, etc.). At a minimum, perform the following activities:
 - Interview NAVMAC personnel and identify process elements.
 - Interview external NAVMAC organizations as required for program processes as identified by the Government.
 - Develop and Analyze IDEF0 “as is” models.
 - Consolidate “as is” findings and review with Government.
- As part of establishing the existing “as is” business processes, data models will be developed from functional interviews, documentation review, and process documentation. This process model should include the major business functions performed by the Government, both automated and manual. At a minimum, the contractor will perform the following activities:
 - Describe the critical success factors, measures of effectiveness, and processes.
 - Establish the “as is” business/technical models that establish current costs, value-added/non-value added activities, business rules, etc. using IDEF0 and IDEFIX modeling methodologies.
 - Use Activity-Based Costing.
 - Identify core processes.
 - Establish the process and data baseline.
 - Determine costs per services and aggregate budgets per function.
 - Establish the “as is” business process.
- Perform Functional Analysis and Activity Based Costing. Conduct Business Process Redesign of the identified Program.
- Identify and examine “what if” alternatives in order to compare to the “as is” baseline and focus on what the viable alternatives are. Where the biggest improvements (i.e., return on investment (informally outlined within the Implementation Plan), performance, and/or service) can be obtained, and what actions should be prioritized in the Implementation Plan. At a minimum, the following activities will be performed:
 - Conduct Benchmarking Analysis.
 - Conduct “what if” workshops and interviews.
 - Develop and analyze “what if” simulation and IEF0 process models.
 - Develop and analyze IDEFIX models for planned processes.
- Assess the complexity of the originating and target environments and determine alternatives for the

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Government. Establish a realistic resource requirement, as well as cost and schedule of the reengineering effort. At a minimum, perform the following:

- Assess the impact to the cost schedule for differences between the original and target system environments.
 - Assess and recommend the tools to be used for the entire software reengineering effort.
 - Recommend the target application architectures and the system architectures in which the applications will operate, if the Government has not chosen one.
 - Recommend the target language(s), environmental software (OS, DBMS, etc.) and hardware platform(s).
 - Determine the target technology weakness and how the new technology will be employed. Identify Risk Management plan.
 - Thorough assessment of target technologies, such as databases, transaction processor monitors, COTS packages, and CASE tools, must be done to mitigate risk.
 - Build a detailed Reengineering Master Plan that consists of the goals and objectives of the Government, schedules, costs, resources, standards and conventions to be used and procedures to be followed by the team (i.e. configuration management procedures and quality procedures).
 - Establish training requirements for the staff members and Government personnel for all project activities.
 - Define performance requirements for the reengineered application and develop simulation models to stress test the proposed system.
- Three “what if” alternatives will be modeled. The Government will select the “to be” approach to be modeled and, later, prototyped.
 - Begin preliminary development of a prototype of the “to be” based on the recommended business process and system requirements as formulated. The prototype will have the functionality to:
 - Effectively articulate the ability to perform the baseline “as is” business process, as well as any new requirements or functionality, which emerged in the “to be” analysis
 - Demonstrate the advantages and abilities of applying the new technology to the program.
 - Evaluate the end-user’s ability to use the new application based on their current technical infrastructure and process knowledge.

c. Manpower Data Management Support

- Maintain/update manpower system validation tables (TFMMS, NMRS, etc.).
- Maintain/update manpower system databases in support of policy and data integrity (TFMMS, NMRS, etc.).
- Perform reviews of manpower data records.
- Collect sample of data records/fields identified by the Government or established business rules.
- Review selected records for coding errors.
- Compile data for valid and invalid records.
- Provide distribution support for reviews of manpower data.

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- Prepare status report upon completion of each review reflecting error rate of sampled records.
- Design structured data queries from official data sources (TFMMS, Defense Civilian Personnel Data System (DCPDS), etc.).
- Prepare unrefined data extracts that do not require analytical support.
- Provide ad hoc queries.
- Perform maintenance of manpower database extracts.

d. Manpower Management Analytical Tool Support

- Review System Change Requests (SCR) and determine the complexity of the change and the man-hours required to implement the change request.
- Implement approved SCRs. Implement the program changes, which may include changes to program modules, database structures, reports, scripts, etc.
- Implement changes to all documentation affected by the system change requests.
- Implement program changes required as result of incorporation of commercial-off-the-shelf software release changes.
- Develop new tools/programs.
- Perform application program maintenance services.
- Review the requirement that results in the coding of new program modules. Determine the man-hours required to write/test/debug and document the new program.
- Write the code to implement the request using NAVMAC available programming languages. NAVMAC permission must be obtained to use other languages.
- Implement SCRs that result in preparing and performing ad hoc queries, data extractions, or global data changes.
- Maintain an accounting of both the projected and actual man-hours required to complete the system change requests.
- Provide all new documentation and documentation changes in NAVMAC's current word processing software (hard and electronic copies). Where appropriate, adhere to DOD STD 7935A and comply with Life Cycle Management policies.
- Maintain Program Library containing the current and previous production versions of the programs using space provided on the NAVMAC assigned File Servers.

e. Navy Occupational Classification System (NOCS) / Job Analysis (JA) Database Administration

- Perform physical changes to databases. Code, test, correct, monitor, and update developed applications.
- Provide monitoring of all transactions to measure the performance of assigned systems of the database.
- Perform updates to the data dictionary. Accomplish the design and maintenance of the Data Dictionary.
- Provide application support and maintenance services for continued functionality. Work with systems software personnel to resolve anomalies between the operating system and the database system.

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- Provide training for user groups in the protocols involved in updating and accessing the database.
- Retrieve transactions to ensure correct implementation and usage of the database. Continually assess the performance of the program database for maximum effectiveness.
- Review System Change Request (SCR) and determine the modules and documentation impacted, complexity of changes requested, and the man-hours required to implement the change request.
- Implement government approved system change requests.
- Implement system and program changes required because of the incorporation of commercial-off-the-shelf software release changes.
- As requested by SCR, research the operation, function, processing methodology, procedures, and technical implementation of applications.
- Provide technical input for maintenance of classified survey studies.
- Maintain Government-approved Programmer/User Manuals.

f. Navy Job Analysis (JA) Survey Support Services

- Provide survey preparation, distribution, and receipt control support. Upon receipt of request, execute distribution process (e.g., labels, e-mail addresses, etc) from the Government; complete survey distribution process within seven working days.
- Prepare mailing list(s).
- Assemble correspondence (e.g., cover letters, survey control letters, survey instructions, and installation instructions), as necessary.
- Prepare surveys for distribution (web, e-mail, labels, etc.) to carry out the survey dissemination task.
- Disseminate/transmit surveys (web, e-mail, CDs, etc.) and supporting documentation.
- Verify and validate survey materials (names, addresses, locations, etc.) prior to external distribution.
- Receive and account for returned surveys. Implement research for returned non-delivered surveys and resend/re-transmit if required.
- Perform virus scanning of all returned survey data before accessing and appending to database.
- Process and append survey data to database, including updating and accessing the database created by COTS software.
- Process survey statistics.
- Maintain and develop Government-approved standard operating procedures for survey dissemination process and equipment operation.
- Provide related administrative services as requested by the Government and other duties as assigned.
- Process classified surveys.

g. Job Analysis (JA) Standard's Task Analysis:

- Maintain preliminary listing of all tasks for classification elements (Ratings, Designators, Jobs, etc) identified by the Government.

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- Generate task lists.
- Maintain master task database.
- Develop a methodology to characterize (Core, Supplement, Specialized, etc.) tasks. Elements for consideration include, but are not limited to:
 - Initiate conference of occupational standards sponsors, developers and customers for inputs.
 - Retrieve and review history files.
 - Attend Task Training Analysis (TTA) conferences.
 - Conduct a literature review of Air Force, Army and Coast Guard programs.
- Research, analyze, process, prepare, and submit commonality studies (e.g. Enlisted Rating merger) when directed by the Government. Work with Subject Matter Experts (SMEs) to gather supporting data.
- Verify and validate commonality study materials (KSATRs, ASVAB, Security Clearance, special requirements, etc.).
- Unless stated otherwise, complete commonality studies within 14 working days.
- Maintain commonality study file for future use.

5. Deliverables. Deliverables required for this task are based upon the items mentioned below.

a. Deliverables Summary.

(1) A Monthly Project Status Report for all tasks in this SOW will be delivered to the NAVMAC Contracting Officer Representative (COR) to review contractor performance. The Progress Report will be submitted in Word format and contain work accomplished during the reporting period, planned activities for the next reporting period, any problems encountered, risks and recommended solutions, and the labor hours and burn rate expended during the report period by both labor category and labor pool.

(2) The Monthly Project Status Report will be submitted no later than the 10th of each month to NAVMAC COR for approval.

(3) Navy Occupational Classification System (NOCS), including Job Analysis (JA) function Database Administration and JA Survey Support Services.

- Updated documentation will be provided in Microsoft Word for Windows (hard copy and disk copy).

(4) Functionality Assessment Analysis when directed by the Government.

- Develop and maintain a resourced Project Plan outlining the tasks to be accomplished, project start completion dates, duration, and resources assigned. The project schedule will be updated weekly and submitted to the Government via email with the Monthly Project Status report to the NAVMAC COR and NAVMAC Technical Manager.

- As required and requested by the Government, engage in Technical Interchange Meetings at either the New Orleans or Washington sites.

- Develop a Task Order Management Plan, which will describe the technical approach, organization resources, and management controls to be used to meet cost, performance, and schedule requirements. The technical approach will describe when accomplishments of tasks will be achieved, identify members of the team, and assigned areas of responsibility. The specific method to be employed will be described in the technical approach. A POA&M will

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be provided delineating details regarding interim deliverables and schedules for the project.

- Develop an “as is” simulation model of the business process using SIMPROCESS. The model will be developed to a level of granularity which will support capture of metrics for Activity Based Costing, Return on Investment, and economic analysis, as well as resource allocation, enterprise-wide process validation and for development of alternatives and “what if” scenarios.
- Develop a Preliminary IDEF1X utilizing the ERWin CASE Tool detailing the high level “to be” data and system requirements.
- Develop a Preliminary Prototype Development/Design to capture the “to be” business and system requirements outlined in the SOW. Development will be at a high level; granular enough to model the new system requirements to their respective new business requirements. Target environments, coding language, and hardware will be chosen during this deliverable development by the Government.

b. Delivery Instructions. Deliverables will be submitted to the Navy Manpower Analysis Center, 5722 Integrity Drive Millington, TN, on or prior to the due dates specified in Section 5. Upon delivery, the contractor releases all rights to the deliverables. NAVMAC reserves the right to copy and distribute deliverables as necessary.

6. Expertise. The contractor is responsible for providing personnel with expertise in the following areas:

a. Functional Skills.

(1) Thorough knowledge of the Navy’s manpower including occupational classification, personnel, and training business processes, functions and data.

- Expertise in writing technical and non-technical documentation.

b. IT/Telecommunications Skills.

(1) Database Management.

(2) Knowledge of Windows Operating Systems.

(3) Knowledge of Client/Server Architectures.

(4) Knowledge of LAN/WAN network Architectures.

(5) Knowledge of mainframe system Architectures.

(6) Knowledge and programming skills in current programming languages structured query language and database structure and manipulation language.

7. Performance Criteria:

a. Place of Performance. Work performed under this SOW will be primarily performed at the Navy Manpower Analysis Center, Millington, TN.

b. Hours of Work. Normal work hours will be eight hours a day, five days/week, Monday through Friday, between the hours of 7:00AM and 5:00 PM.

c. Security and Privacy.

(1) Clearance. Contractor personnel supporting this requirement must be U.S. citizens and must maintain a Secret Clearance (See DD 254). Applications for personnel security clearance for newly hired personnel shall be submitted within 45 working days from date of hire.

(2) Privacy Act. Contractor personnel will have access to material subject to the Privacy Act of

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1974 (AFR.300-13, Safeguarding personnel data in automatic data processing system).

(3) Contractor employees will obtain the required employee badge and vehicle pass. Each employee will wear the badge on the outer clothing, above the waist.

d. Task Accomplishment. Execution of tasks contained in this contract shall be accomplished as prioritized and funded by the Government.

e. Section 508 IT Accessibility Requirements. All electronic and information technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.accessboard.gov/sec508/508standards.htm> – Part 1194.

8. STANDARDS AND REFERENCES

a. DOD Directive 5000.1 – Defense Acquisition.

b. DOD Instruction 5000.2 – Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs.

c. SECNAVINST 5000.2B – Implementation of Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Information Technology Acquisition Programs.

d. OPNAVINST 1000.16 - Manual of Navy Total Force Manpower Policies and Procedures.

e. Billet Change Request (BCR) Decision Matrix.

f. Activity Manpower Management Guide.

g. TFMMS & TMMCA User’s Manuals.

h. NAVPERS 18068F – Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards.

i. NAVPERS 15839I – Manual of Navy Officer Manpower and Personnel Classifications.

12. Government Furnished Equipment (GPE).

a. The Government will furnish, at no cost, the facilities, materials, and services listed below:

(1) Electricity, air conditioning, water, and sewage.

(2) Necessary telephones. Telephones will have local, DSN, and long distance capabilities. Telephone usage is for official government business only. The contractor will pay the cost of non-official phone calls.

(3) Use of furniture, furnishings, equipment, supplies, and necessary software required to execute this contract.

LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995)

(a) The level of effort for the performance of this contract during the period from the start of contract performance to [redacted] months thereafter is based upon [redacted] estimated man-hours of direct labor. If all options are exercised by the government, the level of effort for the performance of this contract will be increased by an additional [redacted] estimated man-hours of direct labor, for a total level of effort of [redacted] estimated man-hours of direct labor (hereinafter referred to as the “Estimated Total Hours”).

(b) The estimated composition by labor category of the Estimated Total Hours is as follows:

LABOR CATEGORY DESCRIPTION	BASE	OPTION	OPTION	OPTION	OPTION
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	YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Project Manager	████	████	████	████	████
Functional Data Analyst, Lead	████	████	████	████	████
Sr. Functional Analyst	████	████	████	████	████
Application Programmer, Int	████	████	████	████	████
Database Analyst/Programmer, Int	████	████	████	████	████
Business Process Consultant	████	████	████	████	████
TOTAL:	████	████	████	████	████

The total estimated labor hours for this effort if all options are exercised is █████.

(c) The Estimated Total Hours include overtime* and subcontracting hours but exclude holidays, sick leave, vacation days and other absences.

If the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

(d) The number of manhours expended per month shall be commensurate with the effort ordered and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this contract the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

(End of Provision)

PAYMENT OF FIXED FEE (FEB 1996)

The fixed fee for work performed under this contract is █████ provided that approximately █████ hours of technical effort are employed by the contractor in performance of this contract. If substantially fewer than █████ hours of technical effort are employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of █████ per

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direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." Payments shall be subject to the withholding provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment shall not exceed [REDACTED] percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

(End of Provision)

RATE		FIXED FEE	
BASE-	1 Jan 2011- 30 Sep 2011	[REDACTED]	[REDACTED]
OPTION I-	1 Oct 2011- 30 Sep 2012	[REDACTED]	[REDACTED]
OPTION II-	1 Oct 2012- 30 Sep 2013	[REDACTED]	[REDACTED]
OPTION III	1 Oct 2013- 30 Sep 2014	[REDACTED]	[REDACTED]
OPTION IV	1 Oct 2014- 31 Mar 2016	[REDACTED]	[REDACTED]

QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of Manpower Analysis Support is the timely, accurate and thorough completion of all contract/task order requirements.
2. Performance Standards
 - a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).
 - b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.
 - c. Cost - The COR will review monthly cost vouchers to monitor the contractor’s expenditures throughout the contract and/or task order performance period(s). Also, the COR will analyze the impact on cost of any inaccurate management assertions, acceleration of the due dates for the financial reports, or the lack of personnel.
 - d. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor’s record of conforming to contract requirements and to standards of good workmanship, the contractor’s record of forecasting and controlling costs, the contractor’s adherence to contract schedules including the administrative aspects of performance, the contractor’s history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor’s business-like concern for the interest of the customer.
3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.
4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
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Contractor Quality Control Plan <i>(If required by the contract)</i>	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the COR	Quarterly for overall QC activities; As Required for corrective actions.	100% Compliance with the contractor plan.
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, CDRLs, Task Orders, etc., as applicable.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
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)
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% accuracy

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

Incentives/Disincentives:

The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options

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.

In accordance with 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 fee, to replace or correct work that fails to meet contract requirements. To maximize the profit earned on costs incurred, the contractor is incentivized to ensure that quality products are provided in a timely manner.

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CONTRACT ADMINISTRATION PLAN (CAP) FOR COST TYPE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302, except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of this contract prior to final payment to the contractor.

4. The paying office is responsible for making payment of proper invoices after acceptance is documented.

5. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract.

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. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services.

The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

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(2) The COR shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When contract performance is taking place at a government location, the COR shall also monitor contractor employees performing under the contract with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the contract. A record of such personal observations should be kept and compared with charges invoiced by the contractor for that task and time frame. This information can also be used as a tool in evaluating the contractor certificate of performance. It is essential that the COR coordinate these efforts with the CAO designated in the contract.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) The COR shall maintain surveillance of the contractor's performance to determine if the percentage of work performed reasonably corresponds to the percentage of funds expended. This responsibility requires a thorough review of the contractor's progress reports. The COR shall immediately report to the PCO any difficulties perceived in this area. The COR is also responsible for providing the contractor with any written comments the PCO may make in response to the progress reports and/or personal observations of the COR.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARS covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of Performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR may request DCAA to take a payment offset on questioned costs, when documentary evidence or personal observations do not support submitted invoices. The COR shall notify DCAA when questioned costs have been resolved with the contractor. The COR will ensure that DCAA conducts floor checks and/or timecard checks when actual monitoring is not feasible. The COR will be cognizant of the invoicing procedures and the prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final voucher no more than 60 days after completion of contract performance. The COR shall ensure that the voucher is clearly marked as a "Final Voucher."

d. Contract Modifications.

(1) The COR is responsible for developing the statement of work for change orders, technical direction letter (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

(2) Once the Contracting Officer has requested and received the contractor's proposal the COR shall review and evaluate the contractor's proposal and furnish comments and recommendations.

e. Administrative Duties

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(1) The COR is responsible for taking appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to ensure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractor's performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor. For contracts where technical direction letters (TDLs) are issued, one consolidated report which addresses all actions under the contract may be submitted.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

6. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.

d. Identify contract noncompliance with reporting requirements to the COR.

e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

f. Review invoices for the appropriate mix of types and quantities of labor, materials, and other direct costs, and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

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REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

- Medical Examinations
- Immunization
- Passports, visas, etc.
- Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

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

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

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(End of Provision)

REQUIRED STANDARD OF WORKMANSHIP (OCT 1992)

Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

(End of Provision)

ALLOWABILITY OF MATERIAL AND GENERAL BUSINESS EXPENSES

As used in this clause, the term "material" includes supplies, equipment, hardware, automatic data processing equipment, and software. This is a services contract, and the procurement of material of any kind, other than that incidental to, and necessary for the furnishing of the required services is not authorized and will not be considered an allowable cost under the contract. No such material of any kind may be procured without the prior written approval of the contracting officer.

EMPLOYMENT OF DEPARTMENT OF DEFENSE PERSONNEL RESTRICTED

In performing this contract, the contractor will not use as a consultant or employ (on either a full or part time basis) any current Department of Defense (DoD) personnel (civilian or military) without the prior approval of the Contracting Officer.

Such approval may be given only in circumstances where it is clear that no laws and no DoD or Navy instructions, regulations, or policies might possibly be contravened and no appearance of a conflict of interest will result.

PERSONNEL QUALIFICATIONS (NAVSUP 5252.237-9401)(JAN 1992)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

(b) The Government will review resumes of contractor personnel proposed to be assigned, and if personnel not currently in the employ of the Contractor, a written agreement from potential employee to work will be part of the technical proposal.

(c) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(d) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery/task orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonable ensure the ability for effective and efficient performance.

LABOR CATEGORY DESCRIPTIONS

1. Project Manager Description: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule deliverables and contractual compliance. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or

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suggestions accordingly. Participates in contract negotiations.

a. Qualifications:

1. Organizes, directs, and coordinates planning and production of all contracts support activities. Must demonstrate capability for oral and written communications with all levels of management for planning and control of projects.
2. Must have progressively responsible experience in administrative, professional, technical, investigative, or other responsible non-clerical work in manpower planning and programming.
3. Must have progressively responsible experience in Navy manpower planning, programming, or data processing systems requiring analyses, evaluations, or other substantive determinations with regard to current and projected manpower operating systems.

2. Functional/Data Analyst, Lead: Supervises activities and performs advanced and complex systematic reviews of selected functions to determine application and design of systems or business processes. Works with database users, to provide advice as to procedures, technical problems, and methodologies. Participates in various testing functions (i.e. string and acceptance tests) to verify that results are correct. Develops and updates functional or operating manuals. Trains personnel in the operation and capabilities of proposed systems and business processes. Provides functional guidance on more complex projects.

a. Qualifications: Navy manpower experience, including specialized Total Force Manpower Management System (TFMMS), TFMMS Micro Manpower Change Application (TMMCA), and Navy Officer/Enlisted Occupational Classification Systems (NOOCS/NEOCS) data analysis.

3. Senior Functional/Data Analyst: Performs advanced and complex systematic reviews of selected functions to determine application and design of systems or business processes. Participates in various testing functions (i.e. string and acceptance tests) to verify that results are correct. Develops and updates functional or operating manuals. Trains personnel in the operation and capabilities of proposed systems and business processes. Provides functional guidance on more complex projects.

a. Qualifications: Navy manpower experience, including specialized Total Force Manpower Management System (TFMMS), TFMMS Micro Manpower Change Application (TMMCA), and Navy Officer/Enlisted Occupational Classification Systems (NOOCS/NEOCS) data analysis.

4. Applications Programmer: Interacts with onsite customers to assess business processes and product/service needs. Convert project specifications to detailed logical flowcharts for coding into computer language. Designs, codes, tests, develops, and documents application programs and procedures for computer-based business systems. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application.

a. Qualifications: Experience in maintenance of Navy programs, and manpower database (e.g. TFMMS) analysis.

5. Database Analyst/Programmer: Establish operational databases, software configuration and control, and system interfaces for computer system(s) assigned. Provide technical expertise and guidance in the logical and physical database design, development, transition, operation, and maintenance of database management systems. Prepare systems/software for operational use and support operational tests. Coordinate changes to computer databases and test and implement the database applying knowledge of database management systems. Maintain file servers, network access, and document and analyze system anomalies to ensure optimum performance.

a. Qualification: Experience in development and maintenance of Navy programs, Navy Officer/Enlisted Occupational Classification Systems (NOOCS/NEOCS), and Navy Occupational Standards database analysis.

6. Business Process Consultant: Responsible for most complex systems process analysis, design and simulation. Has highest level of understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones, and communicating these changes to impacted Business System Teams. Recommends and facilitates quality improvement efforts.

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a. Qualifications: Experience in Navy manpower management and occupational classification processes and data structures.

(End of Provision)

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SECTION D PACKAGING AND MARKING

N/A.

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SECTION E INSPECTION AND ACCEPTANCE

The following clauses are hereby incorporated into section E by reference:

52.246-5 Inspection of Services - Cost Reimbursement (APR 1984)

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SECTION F DELIVERABLES OR PERFORMANCE

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

4001	1/1/2011 - 9/30/2011
4002	10/1/2011 - 9/30/2012
4003	10/1/2012 - 9/30/2013
4004	10/1/2013 - 9/30/2014
4005	10/1/2014 - 3/31/2016
4105	10/1/2014 - 3/31/2016
6001	1/1/2011 - 9/30/2011
6002	10/1/2011 - 9/30/2012
6003	10/1/2012 - 9/30/2013
6004	10/1/2013 - 9/30/2014
6005	10/1/2014 - 3/31/2016

CLIN - DELIVERIES OR PERFORMANCE

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

4001	1/1/2011 - 9/30/2011
4002	10/1/2011 - 9/30/2012
4003	10/1/2012 - 9/30/2013
4004	10/1/2013 - 9/30/2014
4005	10/1/2014 - 3/31/2016
4105	10/1/2014 - 3/31/2016
6001	1/1/2011 - 9/30/2011
6002	10/1/2011 - 9/30/2012
6003	10/1/2012 - 9/30/2013
6004	10/1/2013 - 9/30/2014
6005	10/1/2014 - 3/31/2016

Services to be performed hereunder will be provided at Navy Manpower Analysis Center, 5722 Integrity Drive, Millington, TN 38504.

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager

██████████
5722 Integrity Dr
Millington, TN 38054-5011
██████████
██████████

The Contractual Point of Contact regarding this task order is ██████████ who can be reached at ██████████

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:

	Routing Table	Contracting Officer Notes
WAWF Invoice Type	Cost Voucher	-- Select 2-in-1 for FFP Services Only. -- Select Combo for Supplies, or Supplies AND FFP Services. -- Select Cost Voucher for all Cost Type Contracts. If none of the above applies, please call 1-800-559-WAWF (9293).
Contract Number	N00178-04-D-4026	-(Enter Contract Number)
Delivery Order Number	EX02	-(Enter DO Number)
Issuing Office DODAAC	N00189	-(Enter DODAAC of the activity issuing the contact.)
Admin Office DODAAC	S2404A	-(Enter Contract Admin Office DODAAC)
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)	N63410	-(Enter Inspector DODAAC (plus extension if applicable.))

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Ship To DoDAAC (for Combo), Service Acceptor DODAAC (for 2 in 1), Service Approver DODAAC (Cost Voucher)	N63410	-(Enter DODAAC (plus extension, if applicable.))
Acceptance At Other	N/A	-(Enter Other Acceptance Address if different from above (plus extension if applicable))
Local Processing Office (Certifier)	N63410	- Enter LPO DODAAC (Local Admin) (plus extension, if applicable)) or leave blank.
DCAA Office DODAAC (Used on Cost Voucher's only)	N/A	-(Enter DCAA Office DODAAC when Applicable) - Check on DCAA website: www.dcaa.mil/
Paying Office DODAAC	HQ0338	- Enter Paying Office DODAAC located on Contract.)
Acceptor/COR Email Address	john.nickle@navy.mil	-(Enter the Acceptor Email address for this Contract if applicable)

(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.

SECURITY REQUIREMENTS (FAR 52.204-2)(AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual, and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

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;

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Defense Security Service
7010 Little River Turnpike
Suite 430
Annandale, VA 22003

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

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

SUBCONTRACTING WITH FIRMS THAT ARE OWNED OR CONTROLLED BY THE GOVERNMENT OF A TERRORIST COUNTRY (252.209-7004) (DEC 2006)

- a) Unless the Government determines that there is a compelling reason to do so, the Contractor shall not enter into any subcontract in excess of \$30,000 with a firm, or a subsidiary of a firm, that is identified in the Excluded Parties List System as being ineligible for the award of Defense contracts or subcontracts because it is owned or controlled by the government of a terrorist country.
- (b) A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is identified, on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs, as being ineligible for the award of Defense contracts or subcontracts because it is owned or controlled by the government of a terrorist country. The notice must include the name of the proposed subcontractor and the compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

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)

COMMUNICATIONS

- (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:


FISC Norfolk DET Philadelphia

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700 Robbins Ave., Bldg. 2B
Philadelphia, PA. 19111-5083
[REDACTED]

COST ACCOUNTING STANDARDS ADMINISTRATION

A copy of this contract has been furnished to the Contract Administration Office cognizant of the Contractor's facility for administration of the Cost Accounting Standards provisions contained herein.

Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for NAVMAC via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.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://doncmra.nmci.navy.mil>.

Accounting Data

SLINID	PR Number	Amount
400101	N6341011RC02201	170000.00
LLA :		
AA 1711804 22T6 252 45997 0 068566 2D C02201		
600101	N6341011RC02201	3500.00
LLA :		
AA 1711804 22T6 252 45997 0 068566 2D C02201		
Travel Funding.		
BASE Funding 173500.00		
Cumulative Funding 173500.00		
MOD 01 Funding 0.00		
Cumulative Funding 173500.00		
MOD 02		
400101	N6341011RC02201	170000.00
LLA :		
AA 1711804 22T6 252 45997 0 068566 2D C02201		
600101	N6341011RC02201	3500.00
LLA :		
AA 1711804 22T6 252 45997 0 068566 2D C02201		
Travel Funding.		
MOD 02 Funding 173500.00		
Cumulative Funding 347000.00		
MOD 03		
400101	N6341011RC02201	150238.00
LLA :		
AA 1711804 22T6 252 45997 0 068566 2D C02201		
600101	N6341011RC02201	500.00

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LLA :
AA 1711804 22T6 252 45997 0 068566 2D C02201
Travel Funding.

MOD 03 Funding 150738.00
Cumulative Funding 497738.00

MOD 04

400201 N6341012RC02201 160750.00
LLA :
AB 1721804 22T6 252 45997 0 068566 2D C02201 63410203NMQQ

600201 N6341012RC02201 10000.00
LLA :
AB 1721804 22T6 252 45997 0 068566 2D C02201 63410203NMQQ

MOD 04 Funding 170750.00
Cumulative Funding 668488.00

MOD 05

400101 N6341011RC02201 (25363.00)
LLA :
AA 1711804 22T6 252 45997 0 068566 2D C02201

600101 N6341011RC02201 (7500.00)
LLA :
AA 1711804 22T6 252 45997 0 068566 2D C02201
Travel Funding.

MOD 05 Funding -32863.00
Cumulative Funding 635625.00

MOD 06

400201 N6341012RC02201 170750.00
LLA :
AB 1721804 22T6 252 45997 0 068566 2D C02201 63410203NMQQ

MOD 06 Funding 170750.00
Cumulative Funding 806375.00

MOD 07

400201 N6341012RC02201 341500.00
LLA :
AB 1721804 22T6 252 45997 0 068566 2D C02201 63410203NMQQ

MOD 07 Funding 341500.00
Cumulative Funding 1147875.00

MOD 08

400201 N6341012RC02201 (29184.00)
LLA :
AB 1721804 22T6 252 45997 0 068566 2D C02201 63410203NMQQ

MOD 08 Funding -29184.00
Cumulative Funding 1118691.00

MOD 09

400301 N6341013RC02201 551529.00
LLA :
AC 1731804 22T6 252 45997 0 068566 2D C02201 63410303NMQQ

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600301 N6341013RC02201 10000.00
 LLA :
 AC 1731804 22T6 252 45997 0 068566 2D C02201 63410303NMQQ

MOD 09 Funding 561529.00
 Cumulative Funding 1680220.00

MOD 10

400301 N6341013RC02201 (79970.97)
 LLA :
 AC 1731804 22T6 252 45997 0 068566 2D C02201 63410303NMQQ

600301 N6341013RC02201 (10000.00)
 LLA :
 AC 1731804 22T6 252 45997 0 068566 2D C02201 63410303NMQQ

MOD 10 Funding -89970.97
 Cumulative Funding 1590249.03

MOD 11

4004 N6341014RC02201 492512.00
 LLA :
 AD 1741804 22T6 252 45997 0 068566 2D C02201
 Cost Code: 63410403NMQQ

6004 N6341014RC02201 10000.00
 LLA :
 AD 1741804 22T6 252 45997 0 068566 2D C02201
 Cost Code: 63410403NMQQ

MOD 11 Funding 502512.00
 Cumulative Funding 2092761.03

MOD 12

4004 N6341014RC02201 (30000.00)
 LLA :
 AD 1741804 22T6 252 45997 0 068566 2D C02201
 Cost Code: 63410403NMQQ

6004 N6341014RC02201 (10000.00)
 LLA :
 AD 1741804 22T6 252 45997 0 068566 2D C02201
 Cost Code: 63410403NMQQ

MOD 12 Funding -40000.00
 Cumulative Funding 2052761.03

MOD 13

4004 N6341014RC02201 (9675.00)
 LLA :
 AD 1741804 22T6 252 45997 0 068566 2D C02201
 Cost Code: 63410403NMQQ

MOD 13 Funding -9675.00
 Cumulative Funding 2043086.03

MOD 14

4005 N6341015RC02201 188746.40
 LLA :
 AE 1751804 22T6 252 45997 0 068566 2D C02201 63410503NMQQ

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MOD 14 Funding 188746.40
Cumulative Funding 2231832.43

MOD 15

4005 N6341015RC02201 317330.60
LLA :
AE 1751804 22T6 252 45997 0 068566 2D C02201 63410503NMQQ

6005 N6341015RC02201 10000.00
LLA :
AE 1751804 22T6 252 45997 0 068566 2D C02201 63410503NMQQ

MOD 15 Funding 327330.60
Cumulative Funding 2559163.03

MOD 16 Funding 0.00
Cumulative Funding 2559163.03

MOD 17

4005 N6341015RC02201 (23769.00)
LLA :
AE 1751804 22T6 252 45997 0 068566 2D C02201 63410503NMQQ

6005 N6341015RC02201 (10000.00)
LLA :
AE 1751804 22T6 252 45997 0 068566 2D C02201 63410503NMQQ

MOD 17 Funding -33769.00
Cumulative Funding 2525394.03

MOD 18

410501 N6341015RCNC401 241946.00
LLA :
AF 1761804 22T6 251 45997 0 068566 2D CNC401 63410603NMQQ

600501 N6341016RCNC401 5000.00
LLA :
AF 1761804 22T6 251 45997 0 068566 2D CNC401 63410603NMQQ

MOD 18 Funding 246946.00
Cumulative Funding 2772340.03

MOD 19

410501 N6341015RCNC401 (100000.00)
LLA :
AF 1761804 22T6 251 45997 0 068566 2D CNC401 63410603NMQQ

600501 N6341016RCNC401 (5000.00)
LLA :
AF 1761804 22T6 251 45997 0 068566 2D CNC401 63410603NMQQ

MOD 19 Funding -105000.00
Cumulative Funding 2667340.03

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SECTION H SPECIAL CONTRACT REQUIREMENTS

LIMITATION OF LIABILITY - INCREMENTAL FUNDING (NAVSUP 5252.232-9400) (JAN 1992)

This contract is incrementally funded and the amount currently available for payment hereunder is limited to \$2,667,340.03 inclusive of fee. It is estimated that these funds will cover the cost of performance through 31 MAR 2016. Subject to the provisions of the clause entitled "Limitation of Funds" (FAR 52.232- 22) of the General Provisions of this contract, no legal liability on the part of the Government for payment in excess of \$2,667,340.03 shall arise unless additional funds are made available and are incorporated as a modification to this contract.

LIABILITY INSURANCE (COST TYPE CONTRACTS) (FISC DET PHILA) (OCT 1992)

The following types of insurance are required in accordance with the clause entitled "INSURANCE-LIABILITY TO THIRD PERSONS" (FAR 52.228-7) and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury. No property damage general liability insurance is required.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage. Comprehensive form of policy is required.
- (3) Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

COST LIMITATION CEILINGS ON INDIRECT RATES (FISC DET PHILA) (OCT 1992)

If an offeror proposes cost limitation ceilings on indirect rates the offeror is advised that the Government may evaluate the offeror's cost proposal accordingly. The decision to propose cost limitation ceilings is the offeror's decision. In the event the offeror proposes indirect rate limitations, these same ceiling rate limitations may be incorporated into any resultant contract without discussion. Under any cost reimbursement contract, the indirect rates billed shall be limited to the ceiling rate(s) identified in the contract. Any costs incurred above ceiling rates are not allowable.

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:

 _____ NAME _____ CODE

Navy Manpower Analysis Center
5722 Integrity Drive
Millington, TN 38054-5011

 MAIL ADDRESS

 TELEPHONE NUMBER / E-MAIL ADDRESS

(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

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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.

DRUG-FREE WORK FORCE (DFARS 252.223-7004) (SEP 1988)

(a) Definitions.

(1) "Employee in a sensitive position," as used in this clause, means an employee who has been granted access to classified information; or employees in other positions that the Contractor determines involve national security, health or safety, or functions other than the foregoing requiring a high degree of trust and confidence.

(2) "Illegal drugs," as used in this clause, means controlled substances included in Schedule I and II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

(b) The Contractor agrees to institute and maintain a program for achieving the objective of a drug-free work force. While this clause defines criteria for such a program, contractors are encouraged to implement alternative approaches comparable to the criteria in paragraph (c) that are designed to achieve the objectives of this clause.

(c) Contractor programs shall include the following, or appropriate alternatives:

(1) Employee assistance programs emphasizing high level direction, education, counseling, rehabilitation, and coordination with available community resources;

(2) Supervisory training to assist in identifying and addressing illegal drug use by Contractor employees;

(3) Provision for self-referrals as well as supervisory referrals to treatment with maximum respect for individual confidentiality consistent with safety and security issues;

(4) Provision for identifying illegal drug users, including testing on a controlled and carefully monitored basis. Employee drug testing programs shall be established taking account of the following:

(i) The Contractor shall establish a program that provides for testing for the use of illegal drugs by employees in sensitive positions. The extent of and criteria for such testing shall be determined by the Contractor based on considerations that include the nature of the work being performed under the contract, the employee's duties, the efficient use of Contractor resources, and the risks to health, safety, or national security that could result from the failure of an employee adequately to discharge his or her position.

(ii) In addition, the Contractor may establish a program for employee drug testing-

(A) When there is a reasonable suspicion that an employee uses illegal drugs;

or

(B) When an employee has been involved in an accident or unsafe practice;

(C) As part of or as a follow-up to counseling or rehabilitation for illegal drug use;

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(D) As part of a voluntary employee drug testing program.

(iii) The Contractor may establish a program to test applicants for employment for illegal drug use.

(iv) For the purpose of administering this clause, testing for illegal drugs may be limited to those substances for which testing is prescribed by section 2.1 of Subpart B of the "Mandatory Guidelines for Federal Workplace Drug Testing Programs," (53 FR 11980 (April 11, 1988)), issued by the Department of Health and Human Services.

(d) Contractors shall adopt appropriate personnel procedures to deal with employees who are found to be using drugs illegally. Contractors shall not allow any employee to remain on duty or perform in a sensitive position who is found to use illegal drugs until such time as the Contractor, in accordance with procedures established by the Contractor, determines that the employee may perform in such a position.

(e) The provisions of this clause pertaining to drug testing programs shall not apply to the extent they are inconsistent with state or local law, or with an existing collective bargaining agreement; provided that with respect to the latter, the Contractor agrees that those issues that are in conflict will be a subject of negotiation at the next collective bargaining session.

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SECTION I CONTRACT CLAUSES

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

- (a) The Government may extend the term of this contract prior to the expiration of the contract.
- (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 57 months.

CLAUSES – ALL CONTRACT TYPES

The following contract clauses are hereby incorporated by reference:

Clause No.	Title
52.202-1	Definitions (JUL 2004)
52.203-3	Gratuities (APR 1984)
52.203-5	Covenant Against Contingent Fees (APR 1984)
52.203-6	Restriction on Subcontractor Sales to the Government (JUL 1995)
52.203-7	Anti-Kickback Procedures (JUL 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JAN 1997)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (JAN 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (SEP 2007)
52.204-2	Security Requirements (AUG 1996)
52.204-4	Printing/Copying Double-Sided on Recycled Paper (AUG 2000)
52.204-7	Central Contractor Registration (APR 2008)
52.204-9	Personal Identity Verification Of Contractor Personnel (SEP 2007)
52.209-5	Prohibition On Contracting With Inverted Domestic Corporations—Representation (JUL 2009)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JAN 2005)
52.215-2	Audit and Records - Negotiation (MAR 2009)
52.215-8	Order of Precedence-Uniform Contract Format (OCT 1997)
52.215-10	Price Reduction for Defective Cost or Pricing Data (OCT 1997)
52.215-11	Price Reduction for Defective Cost or Pricing Data-Modifications (OCT 1997)
52.215-12	Subcontractor Cost or Pricing Data (OCT 1997)
52.215-13	Subcontractor Cost or Pricing Data-Modifications (OCT 1997)
52.215-14	Integrity of Unit Prices (OCT 1997)
52.215-15	Pension Adjustments and Asset Reversions (JAN 2004)
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (OCT 1997)
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications (OCT 1997)
52.215-21	ALTERNATE III (OCT 1997)
52.216-7	Allowable Cost and Payment (DEC 2002)
52.216-8	Fixed Fee (MAR 1997)
52.216-26	Payments of Allowable Costs Before Definitization (DEC 2002)
52.217-8	Option to Extend Services (NOV 1999)
52.219-8	Utilization of Small Business Concerns (MAY 2004)
52.219-9	Small Business Subcontracting Plan (APR 2008)
52.219-9	ALTERNATE II (OCT 2001)
52.219-14	Limitations on Subcontracting (DEC 1996)
52.222-3	Convict Labor (JUN 2003)
52.222-17	Nondisplacement of Qualified Workers. (JAN 2013)
52.222-21	Prohibition of Segregated Facilities (FEB 1999)

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52.222-26 Equal Opportunity (APR 2002)
 52.222-35 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (DEC 2001)
 52.222-36 Affirmative Action for Workers with Disabilities (JUN 1998)
 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001)
 52.222-38 Compliance With Veterans' Employment Reporting Requirements (Dec 2001)
 52.222-50 Combating Trafficking in Persons (FEB 2009)
 52.223-5 Pollution Prevention and Right-to-Know Information (AUG 2003)
 52.223-6 Drug-Free Workplace (MAY 2001)
 52.223-10 Waste Reduction Program (AUG 2000)
 52.223-14 Toxic Chemical Release Reporting (AUG 2003)
 52.224-1 Privacy Act Notification (APR 1984)
 52.224-2 Privacy Act (APR 1984)
 52.225-13 Restrictions on Certain Foreign Purchases (FEB 2006)
 52.226-1 Utilization of Indian Organizations and Indian-Owned Economic Enterprises (JUN 2000)
 52.228-7 Insurance-Liability to Third Persons (MAR 1996)
 52.230-2 Cost Accounting Standards (OCT 2008)
 52.230-3 Disclosure and Consistency of Cost Accounting Practices (OCT 2008)
 52.230-4 Consistency in Cost Accounting Practices (OCT 2008)
 52.230-6 Administration of Cost Accounting Standards (APR 2005)
 52.230-7 Proposal disclosure – Cost Accounting Practice Changes (APR 2005)
 52.232-9 Limitation on Withholding of Payments (APR 1984)
 52.232-17 Interest (OCT 2008)
 52.232-18 Availability of Funds (APR 1984)
 52.232-19 Availability of Funds for the Next Fiscal Year (APR 1984)
 52.232-20 Limitation of Cost (APR 1984)
 52.232-22 Limitation of Funds (APR 1984)
 52.232-23 Assignment of Claims (JAN 1986)
 52.232-25 Prompt Payment (OCT 2008)
 52.232-25 ALTERNATE I (FEB 2002).
 52.232-33 Payment by Electronic Funds Transfer - Central Contractor Registration (OCT 2003)
 52.233-1 Disputes (JUL 2002)
 52.233-1 ALTERNATE I (DEC 1991)
 52.233-3 Protest After Award - ALTERNATE I (JUN 1985)
 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
 52.239-1 Privacy or Security Safeguards (AUG 1996)
 52.242-1 Notice of Intent to Disallow Costs (APR 1984)
 52.242-2 Production Progress Reports (APR 1991)
 52.242-3 Penalties for Unallowable Costs (MAR 2001)
 52.242-4 Certification of Final Indirect Costs (JAN 1997)
 52.242-13 Bankruptcy (JUL 1995)
 52.243-2 Changes – Cost Reimbursement (AUG 1987) ALTERNATE I (JUN 1986)
 52.244-2 Subcontracts (JUN 2007)
 52.244-5 Competition in Subcontracting (DEC 1996)
 52.246-25 Limitation of Liability-Services (FEB 1997)
 52.248-1 Value Engineering (FEB 2000)
 52.248-1 ALTERNATE I (APR 1984)
 52.248-1 ALTERNATE II (FEB 2000)
 52.248-1 ALTERNATE III (APR 1984)
 52.249-6 Termination (Cost Reimbursement) (SEP 1996) – ALTERNATE IV (APR 1984)
 52.249-14 Excusable Delays (APR 1984)
 52.253-1 Computer Generated Forms (JAN 1991)
 252.201-7000 Contracting Officer's Representative (DEC 1991)
 252.203-7001 Prohibition on Persons Convicted of Fraud or Other Defense-Contract-Related Felonies (MAR 1999)
 252.204-7003 Control of Government Personnel Work Product (APR 1992)
 252.205-7000 Provision of Information to Cooperative Agreement Holders (DEC 1991)

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- 252.215-7000 Pricing Adjustments (DEC 1991)
- 252.215-7002 Cost Estimating System Requirements (DEC 2006)
- 252.215-7003 Excessive Pass-Through Charges – Identification of Subcontract Effort (APR 2007)
- 252.215-7004 Excessive Pass-Through Charges (APR 2007)
- 252.219-7003 Small Business Subcontracting Plan (DoD Contracts) (APR 2007)
- 252.222-7999 Additional Requirements and Responsibilities Restricting the Use of Mandatory Arbitration Agreements (FEB 2010)
- 252.225-7012 Preference for Certain Domestic Commodities (JUN 2004)
- 252.225-7031 Secondary Arab Boycott of Israel (JUN 2005)
- 252.226-7001 Utilization of Indian Organization, Indian-Owned Economic and Native Hawaiian Small Business Concerns (SEP 2004)
- 252.227-7015 Technical Data - Commercial Items (NOV 1995)
- 252.227-7037 Validation of Restrictive Markings on Technical Data (SEP 1999)
- 252.231-7000 Supplemental Cost Principles (DEC 1991)
- 252.232-7003 Electronic Submission of Payment Requests (MAR 2007)
- 252.246-7001 Warranty of Data (DEC 1991)
- 252.249-7002 Notification of Anticipated Contract Termination or Reduction (DEC 2006)

CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (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 address: <http://acquisition.navy.mil/rpgetool/index.php>

AVAILABILITY OF FUNDS (FAR 52.232-18) (APR 1984)

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 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.

AUTHORIZED NEGOTIATORS (APR 1998)

The offer or quote represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

NAME	TITLE	TELEPHONE NO.
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(End of Provision)

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SECTION J LIST OF ATTACHMENTS

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