

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
21

3. EFFECTIVE DATE
07-Feb-2017

4. REQUISITION/PURCHASE REQ. NO.
1300476830

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00014

7. ADMINISTERED BY (If other than Item 6) CODE

S2101A

Office of Naval Research
875 N. Randolph St
Arlington VA 22203-1995
katherine.sisk@navy.mil 703-696-2601

DCMA Baltimore
217 EAST REDWOOD STREET, SUITE 1800
BALTIMORE MD 21202-3375

SCD: C

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

Tech Marine Business
100 M Street, SE Suite 800
Washington DC 20003

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4138 / N00178-04-D-4138-EE01

10B. DATED (SEE ITEM 13)

07-Nov-2011

CAGE CODE 1SCQ8

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:
- D. OTHER (Specify type of modification and authority)
FAR 43.103(a) Unilateral Modification IAW FAR 52.217-9 Option to Extend the Term of the Contract

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

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

SEE PAGE 2

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

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

Tracie L Simmons, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Tracie L Simmons

(Signature of Contracting Officer)

27-Jan-2017

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to:

- 1) Exercise Bridge Option II (CLINs 7600 and 9600);
- 2) Fully fund CLIN 7600 in the amount of [REDACTED];
- 3) Revise Section F, Paragraph 7 to reflect the exercise of Bridge II; and
- 4) Revise Section G, Paragraph 1.3 Allotment of Funds to reflect funding applied.

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 increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
760001	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from \$2,562,827.95 by \$37,104.00 to \$2,599,931.95.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7600	[REDACTED]	[REDACTED]	[REDACTED]
9600	[REDACTED]	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From	To
-----------	------	----

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
------	-----	-------------------	-----	------	------------	-------------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
------	-----	-------------------	-----	------	-----------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]			
		[REDACTED]			
[REDACTED]		[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]			
[REDACTED]		[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Financial Services Support Service for the Office of Naval Research for the Office of the Comptroller (Code 08)

1.0 BACKGROUND

The Comptroller's Office (Code 08) is responsible for budgeting, accounting, and managerial and fiduciary reporting for the Department of the Navy (DON) Science and Technology (S&T) Program and other funding directly controlled by the Office of Naval Research (ONR). In executing these responsibilities, the Comptroller's Office is responsible for reviewing the expenditures and correcting all problem disbursements, validating outstanding commitments and unliquidated obligations and the reviews of all types of funding that enter this office for execution.

Code 08 is comprised of the following three divisions: The Responsible Office/RDT&E Financial Management Division (ONR 81), Budget Submitting Office/ONR Financial Management Division (ONR 82) and an Accounting Division (ONR 83).

ONR 81 has broad responsibilities for budget execution, reporting, and analysis for the DON Research, Development, Test and Evaluation (RDT&E) appropriation. ONR 82 is responsible for budgeting, accounting, and managerial and fiduciary reporting for the Department of the Navy (DON) Science and Technology (S&T) Program and other funding directly controlled by ONR as Budget Submitting Office (BSO 14). ONR 83 supports both ONR 81 and 82. The Comptroller staff interacts directly with individuals at all levels in DON and other Department of Defense (DoD) and non-DoD organizations.

2.0 STATEMENT OF WORK

2.1 Objective

The purpose of this acquisition is to provide ONR Code 08 Comptroller's Office with financial services for the execution of programs and the seamless operation of the Department.

2.2 Scope

The contractor shall provide financial management and reconciliation support services to the Office of Naval Research. This support shall involve reconciliation efforts of ONR's detail obligation documents between the accounting and payment offices. Contractor shall identify accounting error and systemic problems in the various contracts and lines of accounting. Where applicable, contractor shall submit corrections to DFAS and ONR to correct errors in the accounting systems.

The contractor will also update two obligation validation websites. The contractor will also perform both commitment and obligation validation reviews as required by DODFMR (Department of Defense Financial Management Regulations) Volume 3 Chapter 8 including contacting the performing activity contracting office and/or budget offices.

2.3 Technical Tasks/Requirements

The work required includes, but is not limited to the following tasks:

2.3.1 Prepare entries and input, track and monitor data for inclusion in various information systems. Execute database inputs for both commercial and agency-specific systems (NAVRIS-ONR Naval Relational Information System, STARS, Code 08 Execution Website and Microsoft Excel) as

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required. Prepare and distribute routine reports. Post obligations into official DON and ONR systems (NAVRIS-ONR Naval Relational Information System, STARS, Code 08 Execution Website and Microsoft Excel) within two days of receipt, ensuring that all obligations received during the month are posted by the second day of the following month before the Standard Accounting and Reporting System (STARS) closes. Process standard queries in the ONR Naval Relational Information System (NAVRIS) and generate standard weekly workload reports.

2.3.2 Assist staff with follow-up phone calls/emails on outstanding documents/actions. Monitor outstanding commitments, contact document point of contact (POCs), track progress, and prepare weekly status reports. Monitor funding document acceptances to ensure receipt within ten days of issuance, contact document POCs, track progress, and prepare weekly status reports. Perform STARS queries to confirm funds on each funding document acceptance are obligated in STARS.

2.3.3 Use a variety of software programs (NAVRIS, Microsoft Suite and Microsoft Excel) including word processing, database, graphics, website, spreadsheet, and project management applications, as well as other custom applications to perform agency-specific administrative tasks. Prepare weekly execution report by Program Element (PE)/Project using ONR 08's execution website. Manage the allocation request intake process, maintain logs containing same day receipt of requests, monitor to ensure allocation actions are completed within three days, and prepare weekly status and metrics reports.

2.3.4 Maintain hard copy and electronic filing and record keeping systems to facilitate retrieval and historical record maintenance as required by the client or other pertinent entities. Maintain logs in various databases, prepare and print reports. Archive electronic and paper documents within two days of receipt. Retrieve archived document within sixty minutes.

2.3.5 Type and track funding documents, correspondence, reports, and tabular data from drafts provided by professional personnel and edit for spelling, punctuation and grammar. Ensure formats are in compliance with the Department of the Navy and ONR procedures. Understand and follow administrative protocols followed by clerical and secretarial staff within the workgroup. Draft routine funding documents or one to two page letters in standard formats within sixty minutes.

2.3.6 Greet visitors, communicate messages, and answer telephones, use judgment for routing calls. Take and forward accurate and complete messages. Distribute incoming mail, faxes and emails. Mail, fax or email outgoing correspondence and funding documents.

2.3.7 Coordinate and monitor meetings, appointments, schedules and facilities as requested. Provide direct support for presentations, conferences, events and other meetings as requested. Duplicate, collate and assemble material in proper order. Provide and maintain duplicates as required.

2.3.8 Handle and track in-coming and out-going checks, ensuring management control policies and procedures are followed.

2.3.9 Maintain and administer office operating supplies.

2.3.10 Reconcile ONR's detail obligation documents between the accounting and payment offices.

2.3.11 Identify accounting errors and systemic problems in the various contracts and lines of accounting.

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2.3.12 Submit corrections to DFAS and ONR to correct and errors in the accounting system, where applicable.

2.3.13 Provide maintenance support for the Department of Navy Obligation Review System (DONORs).

2.3.14 Perform commitment and obligation validation reviews as required bay DODFMR Volume 3, Chapter 8.

2.3.15 Contact the performing activity contract office and/or budget offices, as required.

2.3.16 Perform other duties as assigned within scope of this order, which may include but not limited to: filing, faxing, copying, and reviewing incoming funds and the posting of financial management obligations.

2.4 Reports Data and Other Deliverables

The contractor shall provide the following reports:

w Quarterly Status Reports: This report shall include the tasks assigned/performed, accomplishments or other significant documentation either produced or in progress, and status of tasks in progress. The report is due at the end of every quarter.

w Monthly Financial Reports: This report shall include expenditures for the period and the total expenditures to date. The reports should include the labor categories and the number of hours expended for that period and accumulative. Any Other Direct Costs expended should also be in the report with an explanation of each. The report is due on the 15th of every month.

w Other Reports: If required, the contractor shall submit other reports in the agreed upon format and timeframe.

w Final Report: The contractor shall provide a Final Report at the completion of the base period and, if applicable, each option period. This report shall include a summary of the major tasks and accomplishments.

w Quality Control Plan: The Contractor shall provide the COR with a contract quality plan within sixty (60) days of contract award.

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SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of the IDIQ contract.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance of deliveries under this Task Order will be accomplished by the Task Order Manager/Contracting Officer's Representative listed in Section G, who shall have thirty (30) days after contractual delivery for acceptance.

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SECTION F DELIVERABLES OR PERFORMANCE

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

4000	11/7/2011 - 11/6/2014
4100	11/7/2011 - 11/6/2014
4200	11/7/2012 - 11/6/2014
6000	11/7/2011 - 11/6/2014
6100	11/7/2011 - 11/6/2014
6200	11/7/2012 - 11/6/2014
7300	11/7/2014 - 11/6/2015
7400	11/7/2015 - 11/6/2016
7500	11/7/2016 - 2/6/2017
7600	2/7/2017 - 3/6/2017
8400	11/7/2015 - 11/6/2016
9300	11/7/2014 - 11/6/2015
9400	11/7/2015 - 11/6/2016
9500	11/7/2016 - 2/6/2017
9600	2/7/2017 - 3/6/2017

1. The support services performed under the Base for Year 1 Period (CLINs 4000 & 6000), the Option for Year 2 Period (CLINs 4100 and 6100), and the Option for Year 3 Period (CLINs 4200 and 6200) shall be performed from November 7, 2011 through November 6, 2014.

2. RESERVED.

3. RESERVED.

4. The support services performed under Option for Year 4 Period (CLIN 7300 & 9300) shall be performed from November 7, 2014 through November 6, 2015.

5. The support services performed under Option for Year 5 Period (CLIN 7400 & 9400) and Cost Overrun Funding (CLIN 8400) shall be performed from November 7, 2015 through November 6, 2016.

6. The support services under Bridge I (CLINs 7500 and 9500) shall be from November 7, 2016 to February 6, 2017.

7. The support services under Bridge II (CLINs 7600 and 9600) shall be from February 7, 2017 to March 6, 2017.

8. If exercised, the support services under Bridge III (CLINs 7700 and 9700) shall be from March 7, 2017 to April 6, 2017.

9. If exercised, the support services under Bridge IV (CLINs 7800 and 9800) shall be from April 7, 2017 to May 6, 2017.

10. Distribution, consignment and marking instructions for all reports listed in Section C,

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Statement of Work, shall be FOB Destination to the cognizant Task Order Manager/Contracting Officer's Representative and Alternate Contracting Officer's Representative listed in Section G.

11. Place of Performance: The work of one Manager/Financial Analyst and two Administrative Assistants will be performed at the Office of Naval Research located at 875 North Randolph Street, Arlington, VA 22203-1995. The second Manager/Financial Analyst will perform all tasks at the contractor's facility. The third Information Specialist will perform all tasks at DFAS Columbus located at Columbus, OH 43218.

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SECTION G CONTRACT ADMINISTRATION DATA

1. PAYMENT AND INVOICE INSTRUCTIONS (COST REIMBURSEMENT)

1.1 Submission of Invoices

PAYMENT AND INVOICE INSTRUCTIONS (COST TYPE)

All payments shall be made by funds transfers to the bank account registered in the Central Contractor Registration (CCR), <http://www.ccr.gov>. The Awardee agrees to maintain its registration in the CCR including information necessary to facilitate payment via Electronic Funds Transfer (EFT). Should a change in registry or other incident necessitate the payment to an account other than that maintained in CCR, it is the Awardee's responsibility to notify the Administrative Contracting Office (ACO) and obtain a modification to this Award reflecting the change. The Government shall not be held responsible for any misdirection or loss of payment which occurs as the result of an Awardee's failure to maintain correct/current EFT information within its CCR registration.

Wide Area Work Flow (WAWF) has been designated as the Department of Defense standard for electronic invoicing and payment. The Office of Naval Research will utilize the WAWF system. This web based system, located at <https://wawf.eb.mil>, provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Payment Requests/Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.

It is recommended that all persons designated as CCR Electronic Business (EB) Points of Contact, and anyone responsible for submitting payment requests, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides are also available at (http://acquisition.navy.mil/rda/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/vendor_information). The most useful guides are "Vendor Self Registration/Account Management" and "Cost Voucher."

To comply with the above initiative, the Awardee must register in WAWF and have the appropriate CAGE code activated. Your CCR EB Point of Contact is responsible for activating the CAGE code in WAWF by calling 1-866-618-5988. Once the CAGE Code is activated, the CCR EB Point of Contact will self-register in WAWF (<https://wawf.eb.mil>) and follow the instructions for a group administrator. After the CAGE Code is set-up on WAWF, any additional persons responsible for submitting payment requests must self-register in WAWF.

After self-registering and logging on to the WAWF system, click on the plus sign next to the word "Vendor" and then click on the "Create New Document" link. Enter the Contract Number (no dashes), Delivery Order (if applicable) and CAGE Code, and then hit Continue. (*Note - Some codes may automatically pre-populate in WAWF; if they do not, they should be entered manually*)

-Enter the Pay DODAAC and hit Submit.

Pay DoDAAC: [Use the 6 character "PAYMENT WILL BE MADE BY" CODE on page one of the award document]

Select the "Cost Voucher" invoice type within WAWF and hit Continue. This type of invoice fulfills any requirement for submission of the Material Inspection and Receiving Report, DD Form 250. Fill in the additional required information (if it has not been pre-populated) and hit Continue.

Issue Date: [Use the signed date of the award document]

Issue By DoDAAC: [Use the 6 character "ISSUED BY" CODE on page one of the award document]

Admin DoDAAC: [Use the 6 character "ADMINISTERED BY" CODE on page one of the award document]

DCAA Auditor DoDAAC: [Look up via the AUDIT OFFICE LOCATOR at <http://www.dcaa.mil>. If you encounter any problems finding your cognizant audit office, write to dcaaweb@dcaa.mil or call ONR's DCAA liaison at (703) 696-2599]

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Service Approver: [Use the 6 character “ADMINISTERED BY” CODE on page one of the award document]

LPO DoDAAC: [Use the 6 character “ADMINISTERED BY” CODE on page one of the award document] (Note - this line is required only when the “PAYMENT WILL BE MADE BY DODAAC is HQ0251 or begins with an ‘N’; otherwise leave blank)

Fill in all applicable information under each tab within the document. Back up documentation (5MB limit) can be included and attached to the invoice in WAWF under the “Misc Info” tab.

Take special care when you enter Line Item information - the Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following two informational items exactly as they appear in the contract:

Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).

ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the SLIN or CLIN. (Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY ACRN). After all required information is included, click on the “Create Document” button under the “Header” tab.

1.2 Payment of Allowable Costs and Fixed Fee

As consideration for the proper performance of the work and services required under this contract, the Contractor shall be paid as follows:

(a) Costs, as provided for under the contract clause entitled "Allowable Cost and Payment," shall not exceed the amount set forth as "Estimated Cost" in Section B, and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever is applicable.

(b) A fixed fee, in the amount set forth as ‘Fixed Fee’ in Section B, in accordance with the contract clause FAR 52.216-8 “Fixed Fee”, shall be paid upon completion of the work and services required under this contract and upon final acceptance by the Contracting Officer. However, the Contractor, shall bill on each voucher the amount of the fee bearing the same percentage to the total fixed fee as the amount of cost billed bears to the total estimated cost not to exceed the amount set forth as "Fixed Fee" in Section B. The total fixed fee billed, shall not exceed the total fixed fee specified in Section B and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever applies.

(c) In accordance with FAR 52.216-8, “Fixed Fee”, the Administrative Contracting Officer (ACO), in order to protect the Government’s interest, shall withhold 10% of the fixed fee amount set forth in Section B or until a reserve is set aside in the amount of \$100,000.00, whichever is less. The ACO shall release 75% of the fixed fee reserve upon acceptance of deliverables identified in section F of this contract. The remaining 25% of the fixed fee reserve will be released after receipt of final rates, the contractor has satisfied all other contract terms and conditions, including the submission of final patent and royalty reports, and is not delinquent in submitting final vouchers of prior years’ settlements.

1.3 Allotment of Funds

(a) It is hereby understood and agreed that this contract will not exceed a total amount of \$2,599,931.95.

(b) CLIN 4000 is fully funded in the amount of [REDACTED]

(c) CLIN 6000 is fully funded in the amount of [REDACTED]

(d) CLIN 4100 is fully funded in the amount of [REDACTED]

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- (e) CLIN 6100 is fully funded in the amount of [REDACTED]
- (f) CLIN 4200 is fully funded in the amount of [REDACTED]
- (g) CLIN 6200 is fully funded in the amount of [REDACTED]
- (h) CLIN 7300 is fully funded. in the amount of [REDACTED]
- (i) CLIN 9300 is fully funded in the amount of [REDACTED]
- (j) CLIN 7400 is fully funded in the amount of [REDACTED]
- (k) CLIN 9400 is fully funded in the amount of [REDACTED]
- (l) CLIN 8400 is fully funded in the amount of [REDACTED]
- (m) CLIN 7500 is fully funded in the amount of [REDACTED]
- (n) It is hereby understood and agreed that CLIN 9500 will not exceed a total estimated cost of [REDACTED]
- (o) CLIN 7600 is fully funded in the amount of [REDACTED]**
- (p) It is hereby understood and agreed that CLIN 9600 will not exceed a total estimated cost of [REDACTED]**

2.0 Payment Instructions for Multiple Accounting Classification Citations

These instructions are provided for the Contract Payment Office (DFAS Columbus) only, and are not contractor instructions.

DFARS PGI Reference	Indicate applicable CLIN(s) or SLIN(s).	Instruction for Use
252.204-0005 Line Item Specific: by Cancellation Date (SEP 2009)	4000, 6000, and if exercised, 4100, 4200, 6100, 6200, 7300, 7400, 9300, and 9400	If there is more than one ACRN within a contract line item, (i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated using the ACRN with the earliest cancellation date first.

3.0 ORDER DETAILS

3.1 Other Direct Costs (ODCs)

ODCs under this order are for the maintenance of the Department of Navy Outstanding

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Obligation Website. This website is used to send out requests to activities that ONR sends financial documents to and to DCMA on those awards that are administered by them to validate the outstanding obligations. This website is needed to be able to validate these outstanding obligations for the mandated tri-annual review. ODCs (including supplies, travel, NMCI Seats etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). Any travel with an airfare cost exceeding \$1,000 must be approved in advance by the Procuring Contracting Officer. The total ODC amount is not to exceed \$50,000 per 12-month period of performance. This NTE amount should be proposed and included as part of the cost total (inclusive of G&A, but without profit or fee) in every proposal submitted under this solicitation.

3.1.1 Travel and Per Diem

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel should not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. The contractor shall make every effort to make all travel arrangements at least 21 days in advance.

3.1.2 Other Direct Costs (Other than Travel and Per Diem)

ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified. However, the ODC and travel cost total cannot exceed the NTE amount in Section G, paragraph 3.1.

3.2 Government Furnished Resources (GFR)

The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the Statement of Work should be identified and requested through the designated Contracting Officer's Representative (COR).

3.3 Place of Performance and Facilities, Supplies and Services

The work of one Manager/Financial Analyst and two Administrative Assistants will be performed at the Office of Naval Research located at 875 North Randolph Street, Arlington, VA 22203-1995. The second Manager/Financial Analyst will perform all tasks at the contractor's facility. The third Information Specialist will perform all tasks at DFAS Columbus located at Columbus, OH 43218.

The facilities required to perform the tasks outlined in the Statement of Work will be at both the Contractor's place of business and at the Government sites. When work is conducted at the government sites, basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR). The Government will provide an NMCI approved computer that adheres with NMCI and Navy IT regulations for work performed at ONR. The Government will provide an NMCI-approved computer that adheres with NMCI and Navy

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IT regulations for work performed at ONR.

Parking facilities are not provided at ONR; however, several private (pay) parking facilities are located in the area. The ONR facility is within walking distance of the Ballston Metro Station. Monthly parking fees or any other type of transportation expenses (metro farecards) for proposed personnel to commute to and from the place of performance should not be charged to the Order as a direct cost.

3.4 Information

All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

3.5 Documentation

All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

3.6 Equipment

With the exception to the basic facility terms items noted in Section G, paragraph 3.3, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. The purchase of PCs should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors at ONR will be required to obtain Navy Marine Corps Intranet (NMCI) seats to perform the Task Order Statement of Work. During the performance of the Order, if either party (Government or Contractor) identifies additional NMCI seat requirements for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmcieds.com/index.asp>.

3.7 Subcontracts/Consultants

This is a 100% Small Business Set-aside and the prime Contractor's employees shall perform at least 51 percent of the cost of the contract performance incurred for personnel.

3.8 Security Requirements

a. Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper

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safeguarding of such information to prevent unauthorized release.

b. Nondisclosure Agreement. Prior to performance by any personnel under this effort, the Contractor will be required to execute Nondisclosure Agreements (NDAs) (Attachment 1) for all personnel as outlined in Section L of this solicitation.

4.0 PROCURING OFFICE REPRESENTATIVES

In order to expedite administration of this order, the Administrative Contracting Officer should direct inquiries to the appropriate office listed below. Please do not direct routine inquiries to the person listed in Block 21 of the signature page of this order.

Contract Negotiator – Ms. Katie Sisk, ONR BD254, (703) 696-2601, E-Mail Address: Katherine.sisk@navy.mil

Inspection and Acceptance – Mr. Thomas Venuto, ONR Code 83, (703) 696-6841, E-mail Address: tom.venuto@navy.mil

Security Matters – Ms. Torri Powell, ONR 43, (703) 696-8177, DSN 426-8177, E-Mail Address: torri.Powell@navy.mil

Task Order Ombudsman (as per FAR 16.505(b)(5)) – CAPT Ronald Kocher, ONR 02A, (703) 588- 2362, DSN 426-2362, Email Address: Ronald.kocher@navy.mil

5.0 ONR 55252.242-9720 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (SEP 1996)

The COR for this contract is: Thomas Venuto

Code: 08

Mailing Address: Office of Naval Research, 875 North Randolph Street, Code 08, Arlington, VA 22203-1995

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, to change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery order), or to direct the accomplishment of effort which goes beyond the scope of the Statement of Work in the contract (or delivery order).

When, in the opinion of the contractor, the COR requests effort outside the existing scope of the contract (or delivery order), the contractor shall promptly notify the contracting officer (ordering

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officer) in writing. No action shall be taken by the contractor until the contracting officer (or ordering officer) has issued a modification to the contract (or delivery order) or has otherwise resolved the issue. In the absence of the COR named above (due to reasons such as leave, illness, official travel), all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR.

6.0 CONTRACT TYPE

This is a cost-plus-fixed-fee (level of effort) task order.

7.0 LEVEL OF EFFORT ONR 5252.216-9706 (DEC 88)

1) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in this contract. The yearly level of effort for the performance of this contract shall be [REDACTED] hours in the base and option for year 2 periods, [REDACTED] hours in the option for year 3 period, [REDACTED] hours for option year 4 period, [REDACTED] for option year 5 period, 976 hours for Bridge I, [REDACTED] hours for Bridge II (if exercised), [REDACTED] hours for Bridge III (if exercised), and [REDACTED] hours for Bridge IV (if exercised) including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort. A breakdown of labor categories and hours is set forth in Paragraph 11 below.

2) The level of effort for this contract shall be expended at an average rate of [REDACTED] hours per month in the base and option for year 2 periods, [REDACTED] hours per month in the option for year 3 period, [REDACTED] hours per month in the option for year 4 period and [REDACTED] hours per month in the option for year 5 period, [REDACTED] hours per month for Bridge I, [REDACTED] hours for Bridge II (if exercised), [REDACTED] hours for Bridge III (if exercised), and 336 hours for Bridge IV (if exercised). It is understood and agreed that the hours per month rates may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total hours of effort prior to the expiration of the term of the contract.

3) The Contractor is required to notify the Contracting Officer when any of the following situations occur or are anticipated to occur: If during any three consecutive months the monthly average is exceeded by 25% or, if at any time it is forecast that during the last three months of the contract less than 50% of the monthly average will be used during any given month; or, when 85% of the total level of effort has been expended.

4) If, during the term of the contract, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total hours of effort specified would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing, setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fixed fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fixed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of

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acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

5) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total hours of effort specified in paragraph 1 above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term.

The Contractor shall acknowledge this order within five days of receipt.

6) If the total level of effort specified in paragraph 1 above is not provided by the Contractor during the period of this contract, the Contracting Officer shall either (i) reduce the fixed fee of this contract as follows:

Fee Reduction =

$$\frac{\text{Fixed Fee} \times (\text{Required LOE Hours} - \text{Expended LOE Hours})}{\text{Required LOE Hours}}$$

or (ii) subject to the provisions of the clause of this contract entitled "Limitation of Cost", require the Contractor to continue to perform the work until the total number of hours of direct labor specified in paragraph 1 shall have been expended, at no increase in the fixed fee of this contract.

7) In the event the government fails to fully fund the contract in a timely manner, the term of the contract will be extended accordingly with no change to cost or fee. If the government fails to fully fund the contract, the fee will be adjusted in direct proportion to that effort which was performed.

8) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish hours up to five percent in excess of the total hours specified in paragraph 1 above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fixed fee is required, and no adjustment in the fixed fee shall be made provided that the contractor has delivered at least 95% of the level of effort required in paragraph 1 above.

9) It is understood that the mix of labor categories provided by the Contractor under the contract, as well as the distribution of effort among those categories, may vary considerably from the initial mix and distribution of effort that was estimated by the government or proposed by the Contractor.

10) 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 Costs" or "Limitation of Funds", either of which clauses as incorporated herein applies to this contract.

11) A breakdown of the total level of effort is as follows:

The level of effort has been estimated for the proposed contract at [REDACTED] man-hours in the base

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and option for year 2 periods, [REDACTED] man-hours in the option for year 3 period, [REDACTED] man-hours in the option for year 4 period, and [REDACTED] man-hours in the option for year 5 period for a total of [REDACTED] man-hours.

Base and Option for Year 2 Periods. The base and option for year 2 periods of performance will be from time of award through twelve (12) months thereafter. The level of effort anticipated for these periods is approximately [REDACTED] man-years at an average rate of approximately [REDACTED] hours per month. A summary of the labor categories and the total anticipated annual hours for the base period is provided below:

Manager, Financial Analyst or equivalent (located at ONR): [REDACTED]

Manager, Financial Analyst or equivalent (located at contractor's facility): [REDACTED]

Information Specialist or Equivalent (located at DFAS Columbus): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Total hours for each base and option for year 2 periods: [REDACTED]

Option for Year 3 Period. The option for year 3 period of performance will be from time of award through twelve (12) months thereafter. The level of effort anticipated for this period is approximately [REDACTED] man-years at an average rate of approximately [REDACTED] hours per month. A summary of the labor categories and the total anticipated annual hours for the base period is provided below:

Manager, Financial Analyst or equivalent (located at ONR): [REDACTED]

[REDACTED]

Information Specialist or Equivalent (located at DFAS Columbus): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Total hours for option for year 3 period: [REDACTED]

Option for Year 4 Period. The option for year 4 period of performance will be from time of award through twelve (12) months thereafter. The level of effort anticipated for this period is approximately [REDACTED] man-years at an average rate of approximately [REDACTED] hours per month. A summary of the labor categories and the total anticipated annual hours for the base period is provided below:

Manager, Financial Analyst or equivalent (located at ONR): [REDACTED]

Manager, Financial Analyst or equivalent (located at contractor's facility): [REDACTED]

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Information Specialist or Equivalent (located at DFAS Columbus): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Total hours for option for year 4 period: [REDACTED]

Option for Year 5 Period. The period of performance for options for year 5 period shall be from the effective date of the option exercise through twelve (12) months thereafter. The level of effort anticipated for these periods is approximately [REDACTED] man years at an average rate of approximately [REDACTED] hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Manager, Financial Analyst or equivalent (located at ONR): [REDACTED]

Manager, Financial Analyst or equivalent (located at contractor's facility): [REDACTED]

Information Specialist or Equivalent (located at DFAS Columbus): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Administrative Assistant or Equivalent (located at ONR): [REDACTED]

Total hours for each option for year 5 period: [REDACTED]

Note: [REDACTED] hours is equivalent to one (1) man-year

The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the Statement of Work.

8.0 SSP 5252.216-9775 INCREASE IN LEVEL OF EFFORT (COST-REIMBURSEMENT) (MAR 1992)

(a) In addition to any other option rights that may be provided to the Government by this contract, the Government shall have the right, within any given contract period established in Section 3.2 of this task order, to increase the level of effort by up to thirty percent (30%) of the total level of effort for that period at the same labor mix as proposed in the task order for that period. The Contractor agrees to accept such increase in the level of effort at an increase in the estimated cost and an increase in the fixed fee which are calculated as follows:

$$IEC = (ILOE/LOE) \times EC$$

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$$IFF = (ILOE/LOE) \times FF$$

IEC = The increase in the estimated cost.

ILOE = The increase in the level of effort.

LOE = The level of effort contracted for the contract year in which the level of effort is increased.

EC = The estimated cost contracted for in the contract year in which the level of effort is increased.

IFF = The increase in the fixed fee.

FF = The fixed fee contracted for in the contract year in which the level of effort is increased.

This option may be exercised at any time or times prior to the end of the affected period provided however, that the exercise of such option must give the Contractor sufficient time to provide all of the man-hours for that period, including the increase, by the end of the affected period.

(b) Any exercise by the Government of its option rights under this clause shall be affected by written notice from the Contracting Officer.

(c) The exercise of the option shall be formally reflected by a modification to this task order increasing the estimated cost and fixed fee and adjusting the Level of Effort provision for the affected contract period.

9.0 PERSONNEL QUALIFICATIONS

9.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the Statement of Work. All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint. The contractor must be familiar or be able to pick up an understanding of NAVRIS, STARS, CAMIS (Contracting Administration Information System), COBRA (Computer Optimized Batch Reconciliation Application) and various validation websites which ONR has access to. The following skill sets are anticipated to support the tasks:

9.1.1 Manager, Financial Analyst or equivalent (Part Time, located at ONR): The candidate should at the minimum possess a High School diploma. The candidate should have at least three (3) years of experience in Navy Financial Management. In addition, the candidate should have an understanding of the Navy Financial Improvement Plan, Navy current accounting process and systems, auditing and/or financial consulting. Candidate should have the ability to gather data, perform analyses, make diagnoses, develop conclusions and prepare the required deliverables. The candidate should have the ability to effectively communicate orally and in writing.

9.1.2 Manager, Financial Analyst or equivalent (Part Time, located at contractor

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

facility): The candidate should at the minimum possess a High School diploma. The candidate should have at least three (3) years of experience in Navy Financial Management. In addition, the candidate should have an understanding of the Navy Financial Improvement Plan, Navy current accounting process and systems, auditing and/or financial consulting. Candidate should have the ability to gather data, perform analyses, make diagnoses, develop conclusions and prepare the required deliverables. The candidate should have the ability to effectively communicate orally and in writing.

9.1.3 Information Specialist or Equivalent (1 FTE located at DFAS Columbus): The candidate should at the minimum possess a High School diploma. The candidate should have at least two (2) years of experience in Navy Financial Management. Candidate should have an understanding of Navy accounting process and systems. Candidate should have the ability to effectively communicate orally and in writing.

9.1.4 Administrative Assistant or Equivalent (2 FTE located at ONR): The candidate should at the minimum possess a High School diploma. The candidate should have at least two (2) years of experience in Navy Financial Management. Candidate should have an understanding of Navy accounting process and systems. Candidate should have the ability to effectively communicate orally and in writing.

Note: NAVRIS is ONR's web-based enterprise-level integrated Information and Financial Management System that primarily provides ONR a full life-cycle electronic mechanism for integrated procurement and financial applications using Oracle eBusiness tools, while NMCI provides the DON with network-based information services on a single, enterprise-wide intranet. ONR is scheduled to migrate to Navy ERP in October 2012.

[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

1.0 CONTRACTOR IDENTIFICATION

All Contractors performing under this task order are required to clearly distinguish themselves from Federal employees through identification of their "Support Contractor" status. Identification includes, but is not limited to, the following: distinct badges; distinct office name plates and marking of office space; identification of "Support Contractor" in e-mail signature blocks, in voicemail greetings, when using Government letterhead and fax cover sheets, and on business cards. Letterhead, fax cover sheets, and business cards may include the "Office of Naval Research" name but shall not include the Office of Naval Research logo or any related graphic.

2.0 ACCOUNTING SYSTEM

In accordance with FAR 16.301-3(a), a cost-reimbursement contract may be used only when the contractor's accounting system is adequate for determining costs applicable to the contract. The Contractor's accounting system must be determined "adequate" for cost-reimbursement contracts by the Defense Contract Audit Agency (DCAA) or alternate federal agency prior to task order award.

3.0 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SETASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

4.0 PERFORMANCE REQUIREMENTS

By submission of an offer and execution of this order, the Offeror/Contractor agrees that in performance of this order that at least 51% of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

5.0 CONSENT TO SUBCONTRACTOR AND/OR HIRE CONSULTANTS

The services of the following subcontractors and/or consultants have been identified as necessary for

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the performance of this contract:

Identified Subcontractor	Estimated Cost
The Columbia Group	\$692,976.00

The preceding listing shall constitute written consent for those subcontracts that were evaluated during negotiations as required by Paragraph (j) of the contract clause at FAR 52.244-2 entitled "Subcontracts". This consent is based upon the information submitted by the prime contractor in accordance with FAR 52.244-2 (e) (1) (i) through (vii).

For additional subcontracts beyond those listed above, the Contracting Officer's written consent to subcontract is only required in accordance with Paragraphs (b), (c), and (d) of FAR 52.244-2.

6.0 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 the Office of Naval Research 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>.

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SECTION I CONTRACT CLAUSES

CONTRACT CLAUSES SHALL BE IN ACCORDANCE WITH SECTION I OF THE BASIC IDIQ SEAPORT-E MULTIPLE-AWARD CONTRACT AND HEREBY INCORPORATED BY REFERENCE.

ADDITIONAL FAR AND DFARS CLAUSES

THIS TASK ORDER 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://WWW.ARNET.GOV/FAR/](http://www.arnet.gov/far/)

X	FAR 52.217-9	Option to Extend the Term of the Contract (MAR 2000) (In first blank of paragraph (a) insert "any time during period of performance," in second blank of paragraph (a) insert "1 day," and in paragraph (c), insert "60 months.")
X	FAR 52.219-14	Limitations on Subcontracting (DEC 1996)
X	FAR 52.223-5	Pollution Prevention and Right-to-Know Information (AUG 2003) (Applicable if contract provides for performance, in whole or in part, on a Federal facility)
X	FAR 52.223-6	Drug-Free Workplace (MAY 2001) (Applies when contract action exceeds \$100,000 or at any value when the contract is awarded to an individual)
X	DFARS 252.215-7002	Cost Estimating System requirements (DEC 2006) (Applicable only to contract actions awarded on the basis of certified cost or pricing date)

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SECTION J LIST OF ATTACHMENTS

Attachment 1- Non-Disclosure Agreement, 3 pages

Attachment 2- Quality Assurance Surveillance Plan (QASP), 8 pages

Attachment 3- Financial Accounting Data (FAD) sheets, 2 pages