

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
23

3. EFFECTIVE DATE  
08-Jun-2016

4. REQUISITION/PURCHASE REQ. NO.  
1300485893

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-EE02

10B. DATED (SEE ITEM 13)

02-Apr-2012

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(b) Unilateral Modification IAW FAR 52.232-22 Limitation of Funds

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)

08-Jun-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 ...

- 1) Add an increment of funding in the amount of [REDACTED] to CLIN 7401, and
- 2) Revise Section G, Paragraph 1.3 Allotment of Funds.

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]  
[REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
740104	RDT&E	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED].

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
4000	R408	Basic Support Services under the Base-Year 1. (RDT&E)	1840.0	LH	██████████	██████████	██████████
400001	R408	Funding for CLIN 4000 (RDT&E)					
400002	R408	Funding for CLIN 4000 (RDT&E)					
400003	R408	Funding for CLIN 4000 (RDT&E)					
4001	R408	Additional Optional Support Services under the Base-Year 1 Option. (RDT&E)	16560.0	LH	██████████	██████████	██████████
400101	R408	Funding for CLIN 4001 (RDT&E)					
400102	R408	Funding for CLIN 4001 (RDT&E)					
400103	R408	Funding for CLIN 4001 (RDT&E)					
400104	R408	Funding for CLIN 4001 (RDT&E)					
400105	R408	Funding for CLIN 4001 (RDT&E)					
400106	R408	Funding for CLIN 4001 (RDT&E)					
400107	R408	ACRN: AH \$22,688.18(1300330291) (RDT&E)					
400108	R408	(RDT&E)					
4100	R408	EXERCISED: Basic Support Services under the Option-Year 2. (RDT&E)	1840.0	LH	██████████	██████████	██████████
410001	R408	ACRN: AK ██████████ (1300347778) (RDT&E)					
410003	R408	ACRN: AE ██████████ (12PR06103-02) (RDT&E)					
410004	R408	ACRN: AR ██████████ (1300330291) (RDT&E)					
410005	R408	ACRN: AU ██████████ (1300332680) (RDT&E)					
410006	R408	ACRN: AA ██████████ (12PR06103-00) (RDT&E)					
410007	R408	ACRN: AM ██████████ (1300357927) (RDT&E)					
4101	R408	Additional Optional Support Services under the Option-Year 2. (RDT&E)	16560.0	LH	██████████	██████████	██████████
410101	R408	ACRN: AM ██████████ (1300357927) (RDT&E)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
410102	R408	ACRN: [REDACTED] (1300357927) (RDT&E)					
410103	R408	ACRN: [REDACTED] (1300380526) (RDT&E)					
410104	R408	ACRN: [REDACTED] (1300380526) (RDT&E)					
410105	R408	ACRN: [REDACTED] (1300357927) (RDT&E)					
410106	R408	ACRN: [REDACTED] (1300357927) (RDT&E)					
4200	R408	Basic Support Services under the Option-Year 3 (EXERCISED) (RDT&E)	1840.0	LH	[REDACTED]	[REDACTED]	[REDACTED]
4201	R408	Additional Optional Support Services under the Option-Year 3 (EXERCISED) (RDT&E)	16560.0	LH	[REDACTED]	[REDACTED]	[REDACTED]
420101	R408	ACRN: [REDACTED] (1300357927) (RDT&E)					
420102	R408	ACRN: [REDACTED] (1300357927) (RDT&E)					
420103	R408	ACRN: [REDACTED] (1300357927) (RDT&E)					
420104	R408	ACRN: [REDACTED] (1300357927) (RDT&E)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R408	Base for Year 1 - Other Direct Costs and NMCI Seats associated with performance (includes applicable G&A) (CLIN is not for subcontractor or consultant costs related to labor required under task order) (RDT&E)	1.0	LO	[REDACTED]
600001	R408	Funding for CLIN 6000 (RDT&E)			
6100	R408	EXERCISED: Option for Year 2 - Other Direct Costs and NMCI Seats associated with performance (includes applicable G&A) (CLIN is not for subcontractor or consultant costs related to labor required under task order) (RDT&E)	1.0	LO	[REDACTED]
610001	R408	ACRN: [REDACTED] (1300347778) (RDT&E)			
610002	R408	ACRN: [REDACTED] (12PR06103-00) (RDT&E)			
610003	R408	ACRN: [REDACTED] (1300357927) (RDT&E)			
6200	R408	Option for Year 3 - Other Direct Costs and NMCI Seats associated with performance (includes applicable G&A) (CLIN is not for subcontractor or consultant costs related to labor required under task order) (EXERCISED) (RDT&E)	1.0	LO	[REDACTED]

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
620001	R408	ACRN [REDACTED] (1300357927) (RDT&E)			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	R408	The Basic Support Services under the Option-Year 4. (RDT&E)	1840.0	LH	[REDACTED]	[REDACTED]	[REDACTED]
730001	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730002	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730003	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
7301	R408	Additional Optional Support Services under the Option-Year 4. (RDT&E)	16560.0	LH	[REDACTED]	[REDACTED]	[REDACTED]
730101	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730102	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730103	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730104	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730105	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730106	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
730107	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
7400	R408	Basic Support Services under the Option-Year 5. (RDT&E)	1840.0	LH	[REDACTED]	[REDACTED]	[REDACTED]
740001	R408	ACRN BH: \$100,000 (1300485893) (RDT&E)					
7401	R408	Additional Optional Support Services under the Option-Year 5. (RDT&E)	16560.0	LH	[REDACTED]	[REDACTED]	[REDACTED]
740101	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
740102	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
740103	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					
740104	R408	ACRN: [REDACTED] (1300485893) (RDT&E)					

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8301	R408	Option Year 4 [REDACTED]	1.0	LO	[REDACTED]	[REDACTED]
830101	R408	ACRN: [REDACTED] (1300485893) (RDT&E)				
830102	R408	ACRN: [REDACTED] (1300485893) (RDT&E)				
830103	R408	ACRN: [REDACTED] (1300485893) (RDT&E)				
830104	R408	ACRN: [REDACTED] 1300485893) (RDT&E)				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9300	R408	Option for Year 4 - Other Direct Costs and NMCI Seats associated with performance (includes applicable G&A) (CLIN is not for subcontractor or consultant costs related to labor required under task order) (RDT&E)	1.0	LO	[REDACTED]
930001	R408	ACRN: [REDACTED] 1300485893) (RDT&E)			
930002	R408	ACRN: [REDACTED] 1300485893) (RDT&E)			
930003	R408	ACRN: [REDACTED] (1300485893) (RDT&E)			
930004	R408	ACRN: [REDACTED] 1300485893) (RDT&E)			
930005	R408	ACRN: [REDACTED] (1300485893) (RDT&E)			
9400	R408	Option for Year 5 - Other Direct Costs and NMCI Seats associated with performance (includes applicable G&A) (CLIN is not for subcontractor or consultant costs related to labor required under task order) (RDT&E)	1.0	LO	[REDACTED]
940001	R408	ACRN [REDACTED] (1300485893) (RDT&E)			

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### 1.0 Background

The Office of Naval Research's Sea Warfare and Weapons Department (Code 33) develops and delivers technologies that enable superior warfighting and energy capabilities for naval forces, platforms and undersea weaponry. Code 33 is comprised of three Divisions: Code 331, the Ship Systems and Engineering Research Division; Code 332: the Naval Materials Division; and Code 333, the Sea Platforms and Weapons Division. Further information on Code 33 and its Divisions can be found at [www.onr.navy.mil](http://www.onr.navy.mil).

The Office of Naval Research (ONR) Sea Warfare and Weapons (Code 33) requires support services for a variety of Naval Science and Technology (S&T) programs including, but not limited to:

- Future Naval Capabilities (FNC) – Existing and new start programs
- Innovative Naval Prototypes (INP) – Existing and new start programs
- S&T Strategic Focus Areas - Fleet Force Sustainment, Platform Mobility, Power and Energy, Power Projection, Survivability and Self Defense and Total Ownership Cost,
- S&T Investment Areas - Advanced Sea Platforms, Advanced Naval Power Systems, Functional Materials, Structural Materials, Environmental Quality, Undersea Weaponry, Survivable Sea Platforms, and Seabasing Technologies, Affordability/Reduced Life-Cycle Cost,
- S&T Programs – Ship Structural Reliability, Propulsion Materials, Energy Storage, Solid Oxide Fuel Cells, Advanced Materials, Corrosion Control and Prevention, Undersea Weapons, Torpedo Defense, Advanced Energetics and Advanced Ship Concepts

The “Basic Support Services” described hereinafter refer to the current requirement of this solicitation for only one (1) Program Analyst Full Time Equivalent (FTE). “Additional Optional Support Services” refer to the remaining nine (9) FTE’s that may be needed after the Task Order has been awarded. Each Base and Option period will have separate CLINs for the Basic Support Services and the Additional Optional Support services. The Additional Optional CLINs will be exercised as need be by the Contracting Officer in accordance with the Program Office requirements.

The current requirement for one (1) Program Analyst is to support code 333. It is expected that the services of the remaining FTEs, if exercised, will be available for all codes under the Code 33 umbrella.

### 2.0 Programmatic, business and financial support services for a variety of Naval Science and Technology (S&T) programs under the cognizance of Code 33

#### 2.1 Objective

The purpose of this effort is to provide support for effective management of Naval S&T programs

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with Code 33. The Contractor will be working directly with a range of ONR Program Officers.

## **2.2 Scope**

The contractor shall provide programmatic, business and financial support to programs under the cognizance of Code 33 as listed above. Details of the scope of work are described in Section 2.3 (Technical Tasks/Requirements) below. Specific personnel requirements are described in Section G (subsection 8.0 Personnel Qualifications).

## **2.3 Technical Tasks/Requirements**

### **Programmatic, Business, and Financial Support**

2.3.1 The contractor shall assist with maintaining and developing program management tools for Department correspondence, action item tracking, project status tracking, and project history maintenance.

2.3.2 The contractor shall assist with the planning and execution of allocations by coordinating the preparation and review of actual and projected funding estimates, justifications and strategies.

2.3.3 The contractor shall track program specific financial issues related to deficiencies, excesses, trends and imbalances to assist the Program Officers and Program Analysts in appropriately and optimally allocation resources.

2.3.4 The contractor shall work with program managers, program officers, program analysts, and contracting and financial departments on financial execution to ensure programmatic benchmarks are met.

2.3.5 The contractor shall assist with draft responses to internal and external communications on program specific issues.

2.3.6 The contractor shall provide graphics and reproduction, appropriate nearby conference and business facilities, and other allowable materials and services necessary to support the tasks in this statement of work.

2.3.7 The contractor shall assist with putting together financial and programmatic summaries for internal and external data calls.

2.3.8 The contractor shall assist Program Officers on an as-needed basis, including preparation of procurement packages and other information required by the Contracting Department, initiation of funding documents, tracking and monitoring program expenditures, and working with Program Officers, performers and program analysts on financial execution to ensure the benchmarks are met.

2.3.9 The contractor shall assist with planning and execution of allocation, correspondence to departmental financial tasks and budget calls.

## **2.4 Reports Data and Other Deliverables**

The following deliverables are required to support this project:

2.4.1 Monthly report. The contractor shall provide a monthly summary report. The report

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shall include a summary of the major tasks/accomplishments and a financial snapshot as to the status of the funded performance period. Contractor format is acceptable.

2.4.2 Presentation material. The contractor shall provide presentation materials as required by the ONR Program Officers.

2.4.3 Program Reviews. The Contractor shall provide the results of all Program Reviews attended. These shall include the name of the program/project being reviewed, the date and location of the review, the occasion of the review (why the review was being conducted), who was conducting the review, how the review was conducted (e.g., briefing, test, demo, etc.), the results of the review, any action items or decisions made as a result of the review, and any recommendations for action the Contractor has for action or follow-up.

2.4.4 Individual travel reports. The contractor shall provide travel reports, when specified by the ONR Program Officer, no later than 14 days after the conclusion of the travel. The report shall contain dates, locations of travel, purpose, total cost with unusual cost items (including registration fees) specifically set forth, tasks performed, and accomplishments. If publications or proceedings documentation were distributed a copy may be included with the report. Contractor format is acceptable.

2.4.5 Quality Control Plan. The contractor shall provide a Quality Control Plan within 60 days of contract award.

2.4.6 Other Reports, Memorandums and Papers. The contractor shall provide other reports, memorandums, and papers as required by the ONR Program Officer. Contractor format is acceptable.

\*Electronic submission is encouraged for all reports, unless other requested by ONR.

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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 at least 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	4/2/2012 - 4/1/2013
4001	4/2/2012 - 4/1/2013
4100	4/2/2013 - 4/1/2014
4101	4/2/2013 - 4/1/2014
4200	4/2/2014 - 4/1/2015
4201	4/2/2014 - 4/1/2015
6000	4/2/2012 - 4/1/2013
6100	4/2/2013 - 4/1/2014
6200	4/2/2014 - 4/1/2015
7300	4/2/2015 - 4/1/2016
7301	4/2/2015 - 4/1/2016
7400	4/2/2016 - 4/1/2017
7401	4/2/2016 - 4/1/2017
8301	4/2/2015 - 4/1/2016
9300	4/2/2015 - 4/1/2016
9400	4/2/2016 - 4/1/2017

1. The Basic Support Services under the Base-Year 1 (CLIN 4000) shall be performed from April 2, 2012 through April 1, 2013.
2. The Additional Optional Support Services under the Base-Year 1 (CLIN 4001) are exercised. Those services shall be performed from April 2, 2012 through April 1, 2013.
3. The Other Direct Costs associated with performance under the Base-Year 1 (CLIN 6000) are exercised. The period of performance is April 2, 2012 through April 1, 2013.
4. The Option-Year 2 Basic Support Services under the Option-Year 2 (CLIN 4100) shall be performed from April 2, 2013 through April 1, 2014.
5. The Additional Optional Support Services under the Option-Year 2 (CLIN 4101) are exercised. Those services shall be performed from April 2, 2013 through April 1, 2014.
6. The Other Direct Costs associated with performance under the Option-Year 2 (CLIN 6100) are exercised. The period of performance is April 2, 2013 through April 1, 2014.
7. The Option-Year 3 Basic Support Services under the Option-Year 3 (CLIN 4200) shall be performed from April 2, 2014 through April 1, 2015.
8. The Option Year 3 Additional Optional Support Services under the Option-Year 3 (CLIN 4201) shall be performed from April 2, 2014 through April 1, 2015.
9. The Other Direct Costs associated with performance under the Option-Year 3 (CLIN 6200)

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are exercised. The period of performance is April 2, 2014 through April 1, 2015.

10. Option-Year 4 is exercised. The Basic Support Services under the Option-Year 4 (CLIN 7300) shall be performed from April 2, 2015 through April 1, 2016.

11. The Additional Optional Support Services under the Option-Year 4 (CLIN 7301) and Cost Overrun Funding (CLIN 8301) are exercised. Those services shall be performed from April 2, 2015 through April 1, 2016.

12. The Other Direct Costs associated with performance under the Option-Year 4 (CLIN 9300) are exercised. The period of performance is April 2, 2015 through April 1, 2016.

13. Option Year 5 is exercised, the Basic Support Services under the Option-Year 5 (CLIN 7400) shall be performed from April 2, 2016 through April 1, 2017.

14. The Additional Optional Support Services under the Option-Year 5 (CLIN 7401) are exercised, those services shall be performed from April 2, 2016 through April 1, 2017.

15. The Other Direct Costs associated with performance under the Option-Year 5 (CLIN 9400) are exercised, the period of performance shall be from April 2, 2016 through April 1, 2017.

16. Distribution, consignment and marking instructions for all reports listed in Section C, Statement of Work, shall be FOB Destination to the cognizant Task Order Manager/Contracting Officer's Representative listed in Section G.

17. Place of Performance: The majority of work will be performed on-site at the Office of Naval Research, not at the Contractor's place of business.

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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](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*)

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-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](mailto:dcaaweb@dcaa.mil) or call ONR’s DCAA liaison at (703) 696-2599]

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.

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## 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 [REDACTED].

(b) It is hereby understood and agreed that CLIN 4000 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4000 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from date of award through 12 months.

(c) It is hereby understood and agreed that CLIN 4001 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4001 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from date of award through 12 months.

(d) It is hereby understood and agreed that CLIN 4100 will not exceed a total amount of [REDACTED]. CLIN 4100 is fully

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funded in the amount of [REDACTED]

(e) It is hereby understood and agreed that CLIN 4101 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4101 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from date of option exercise through four months.

(f) It is hereby understood and agreed that CLIN 4200 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4200 of this contract is \$0; including an estimated cost of \$0 and a fixed fee of \$0.

(g) It is hereby understood and agreed that CLIN 4201 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4201 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from date of option exercise through eleven months.

(h) It is hereby understood and agreed that CLIN 6000 will not exceed a total estimated cost of [REDACTED]. The total amount presently available for payment and allotted to CLIN 6000 is \$[REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from date of award through 12 months thereafter.

(i) It is hereby understood and agreed that CLIN 6100 will not exceed a total estimated cost of [REDACTED]. The total amount presently available for payment and allotted to CLIN 6100 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 April 2013 through 4 months thereafter.

(j) It is hereby understood and agreed that CLIN 6200 will not exceed a total estimated cost of [REDACTED]. The total amount presently available for payment and allotted to CLIN 6200 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 April 2014 through 4 months thereafter.

(k) It is hereby understood and agreed that CLIN 7300 will not exceed a total amount of [REDACTED]. CLIN 7300 is fully funded in the amount of [REDACTED].

(l) It is hereby understood and agreed that CLIN 7301 will not exceed a total amount of [REDACTED]00. CLIN 7301 is fully funded in the amount of [REDACTED].

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(m) It is hereby understood and agreed that CLIN 8301 will not exceed a total estimated cost of [REDACTED]

(n) It is hereby understood and agreed that CLIN 9300 will not exceed a total estimated cost of [REDACTED]. The total amount presently available for payment and allotted to CLIN 9300 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 April 2015 through 1 April 2016.

(o) It is hereby understood and agreed that CLIN 7400 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7400 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 April 2016 through 1 December 2016.

**(p) It is hereby understood and agreed that CLIN 7401 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7401 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 April 2016 through 1 February 2017.**

(q) It is hereby understood and agreed that CLIN 9400 will not exceed a total estimated cost of [REDACTED]. The total amount presently available for payment and allotted to CLIN 9400 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 April 2016 through 1 December 2016.

**1.4 Approvals Required for Incrementally Funded "Additional Optional Support Services" CLINs**

If CLINs for "Additional Optional Support Services" are exercised in any given period and are incrementally funded, the Contracting Officer shall provide written direction (either in the option modification or via email) regarding the number of Full Time Equivalents (FTEs) and time period for which the funding is being provided under that CLIN. Before the contractor can provide any additional FTEs in excess of that previously approved under a given incrementally funded "Additional Optional Support Services" CLIN, prior written approval (via modification or email) must be provided by the Contracting Officer.

**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	Instruction for Use
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	CLIN(s) or SLIN(s).	
252.204-0004 Line Item Specific: by Fiscal Year (SEP 2009)	All CLINS	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 oldest funds first

### **3.0 Order Details**

#### **3.1 Other Direct Costs (ODCs)**

ODCs (including supplies, travel, 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 individual cost (such as airfare) exceeding \$2,500 must be approved in advance by the Procuring Contracting Officer. The total ODC amount is not to exceed [REDACTED] per year. This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation. However, this Government Estimate for ODCs assumes that the meeting room space will be provided through its indirect rates.

##### **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 stated 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:**

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The facilities required to perform the tasks outlined in the Statement of Work will be at the Office of Naval Research. For bidding purposes, all Basic Support will be at ONR, while the Additional Optional Support should be priced for performance at ONR with the exception of two Program Analysts. The Contractor shall have a meeting room space within 10 miles of ONR Headquarters. The meeting room must accommodate a table that seats at least 10 people and allow for a total of 30 people in the room to include the people at the table and those seated around the wall.

There is a need for direct support to be provided at ONR Headquarters to Code 33 staff. For those cases, 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.

Should the Statement of Work for this requirement allow for database and/or website development, Navy Regulations and/or Policy may require use of Navy facilities/equipment /domains for such work, vice that provided by the contractor. The contractor shall describe its plan to implement the database and/or website development to the COR and the appropriate representative in ONR Code 06 and must receive approval from both the COR and ONR 06 prior to commencing any work in this area.

Parking facilities are not provided; 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. Computers should not be

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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 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. Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to classified information to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be capable of receiving a SECRET facility clearance. A DD Form 254 will be required prior to access of any classified information. Access to any classified materials up to the Secret level would be permitted only at ONR or other Government facility with appropriate storage capability. Therefore the contractor's facility is not required to be approved for storing material classified. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

b. 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 safeguarding of such information to prevent unauthorized release.

c. Nondisclosure Agreement. In the course of its work, the Contractor will be required to execute Nondisclosure Agreements (NDAs) (Attachment 1).

### **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](mailto:Katherine.sisk@navy.mil)

Inspection and Acceptance – Designated Contracting Officer's Representative (COR)

Security Matters – Ms. Torri Powell, ONR 43, (703) 696-8177, DSN 426-8177, E-Mail

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Address: [torri.powell@navy.mil](mailto: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](mailto:Ronald.kocher@navy.mil)

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

The COR for this contract is: Ms. Susan Adams  
Code: 33

Mailing Address: Office of Naval Research, 875 North Randolph Street, 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 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 (term) 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 the Basic Support Services of this contract shall be 1,840 total hours of direct labor (18,400 hours if the Additional Optional Support Services are 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.

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2) The level of effort for this contract shall be expended at an average rate of 153 hours per month for Basic Support Services (or 1,533 if the Additional Optional Support Services are exercised). It is understood and agreed that the rate of 153 hours per month may fluctuate in pursuit of the technical objective or the activation of Additional Optional Support Services, 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 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:

Fixed Fee x  $\frac{\text{Required LOE Hours} - \text{Expended LOE Hours}}{\text{Required LOE Hours}}$

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

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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 (inclusive of Basic and Additional Optional) has been estimated for the proposed contract, both at 18,400 man-hours in the base period and 18,400 man-hours in each of the four option years for a total of 92,000 man-hours.

Base Period: The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately 1 man-year (or 10 man-years if the Additional Optional Support Services are exercised) at an average rate of approximately 153 hours per month (or 1,533 if the Additional Optional Support Services are exercised). A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

#### Basic Support Services

<b>Labor Category</b>	<b>Hours Per Year (Base)</b>
Program Analyst (1)	1,840
<b>Total</b>	<b>1,840</b>

#### Additional Optional Support Services

<b>Labor Category</b>	<b>Hours Per Year (Base)</b>
Program Analyst (2)	3,680
Program Assistant (4)	7,360
Senior Program Analyst (3)	5,520

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Total	16,560
<b>Total of Both Services</b>	<b>18,400</b>

NOTE: 1,840 hours is equivalent to one (1) man-year, or FTE (full time equivalent)

Option Periods: Each of the four option periods will have a period of performance beginning from the date of option exercise through 12 months. The level of effort anticipated for this period is approximately 1 man-year (or 10 man-years if the Additional Optional Support Services are exercised) at an average rate of approximately 153 hours per month (or 1,533 if the Additional Optional Support Services are exercised). A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

#### Additional Optional Support Services

Labor Category	Hours Per Year (Option)
Program Analyst (1)	1,840
Total	1,840

#### Additional Optional Support Services

Labor Category	Hours Per Year (Option)
Program Analyst (2)	3,680
Program Assistant (4)	7,360
Senior Program Analyst (3)	5,520
Total	16,560
<b>Total of Both Services</b>	<b>18,400</b>

NOTE: 1,840 hours is equivalent to one (1) man-year, or FTE (full time equivalent)

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 General Contractor Requirements

The Contractor shall provide qualified personnel to manage and execute all aspects of the

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statement of work. ONR Code 33 requires contractors with a diverse set of management abilities, technical capabilities and experience to support the wide range of engineering and programmatic activities.

## **8.1 Personnel Requirements**

8.1.1 Personnel proposed must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Office Applications.

8.1.2 Personnel proposed must be capable of developing and maintaining key documents, descriptive summaries, master plans, and plans of actions and milestones.

8.1.3 All personnel shall have a minimum security clearance of SECRET, or be capable of obtaining a SECRET clearance, unless otherwise identified in Section 8.2.

8.1.4 Experience in development of budgets and programmatic management of DoD S&T Funds, and IT and software-based financial management systems and tools (preference for experience with ONR software systems such as Naval Research Information System, "NAVRIS," or other Oracle financial products, and to a lesser extent, experience with Navy ERP System or other SAP systems).

*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.*

## **8.2 Position Specific Personnel Requirements**

8.2.1 Senior Program Analysts: (Estimated 3) Candidates should possess a Bachelor's degree from an accredited college or university in a scientific or business discipline and 5 years experience in an S&T discipline related to the task objectives, or at least 10 years of experience in a scientific, business discipline, or relevant field with no degree. The candidate should have excellent skills in data interpretation and analysis as well as interpersonal communication. Candidate should have demonstrated competence/experience in the conduct of operational assessments of research and development activities in the Navy and DoD environment. The candidate should have the ability to effectively work independently and as part of an integrated team of Government and non-Government players.

The Senior Program Analyst should be familiar with Government or similar organizations' financial procedures and operating the Department/Divisions information systems, such as NAVRIS or other Oracle financial products, to provide timely information to the Department/Division Directors, Program Managers and Program Officers on request.

8.2.2 Program Analysts: (Estimated 3) Candidates should possess a Bachelor's degree from an accredited college or university with 3 years experience or equivalent training, or 5 years experience in a scientific or business discipline or relevant field with no degree. The candidates

should have demonstrated competence in Microsoft Office, Microsoft Project, PowerPoint, Microsoft Outlook and Oracle based systems. The candidate should possess strong interpersonal, organizational, communication and analytical skills. The candidate should be able to prepare reports using information in Oracle databases.

8.2.3 Program Assistants: (Estimated 4) Candidates should possess 2 years of recent and relevant work experience with similar organizations. The candidate should have demonstrated competence in Defense Travel System (DTS) or other travel systems and Oracle based systems. The candidate should possess strong interpersonal, organizational, communication and analytical skills. The candidate should be able to prepare reports using information systems' databases such as NAVRIS's.

Accounting Data

SLINID	PR Number	Amount
██████████	██████████	██████████
LLA :		
AA See attached Financial Accounting Data (FAD) sheets		
██████████	██████████	██████████
LLA :		
AA See attached Financial Accounting Data (FAD) sheets		
██████████	██████████	██████████
LLA :		
AA See attached Financial Accounting Data (FAD) sheets		

BASE Funding ██████████  
██

MOD 01

██████████	██████████	██████████
LLA :		
AE See attached Financial Accounting Data (FAD) sheets		
██████████	██████████	██████████
LLA :		
AC See attached Financial Accounting Data (FAD) sheets		
██████████	██████████	██████████
██████████		
AD See attached Financial Accounting Data (FAD) sheets		
██████████	██████████	██████████
LLA :		
AB See attached Financial Accounting Data (FAD) sheets		

MOD 01 Funding ██████████  
██

MOD 02 Funding ██████  
Cumulative Funding ██████████

MOD 03

██████████	██████████	██████████
LLA :		
AF See attached Financial Accounting Data (FAD) sheets		
██████████	██████████	██████████



LLA :  
AA See attached Financial Accounting Data (FAD) sheets

LLA :  
[REDACTED]

LLA :  
AA See attached Financial Accounting Data (FAD) sheets

MOD 06 Funding [REDACTED]  
[REDACTED]

MOD 07

LLA :  
[REDACTED]

LLA :  
[REDACTED]

LLA : [REDACTED] 0  
[REDACTED]

MOD 07 Funding [REDACTED]  
[REDACTED]

MOD 08

410103 [REDACTED] 0  
LLA :  
[REDACTED]

410104 [REDACTED]  
LLA :  
[REDACTED]

MOD 08 Funding 1 [REDACTED]  
Cumulative Funding [REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
410105 [REDACTED]  
LLA :  
[REDACTED]

410106 [REDACTED]  
LLA :  
[REDACTED]

610003 [REDACTED]  
LLA :  
[REDACTED]

MOD 10 Funding [REDACTED]  
[REDACTED]

MOD 11

[REDACTED] 0  
LLA :  
[REDACTED]

610003 1 [REDACTED] [REDACTED]  
[REDACTED]  
[REDACTED]

620001 [REDACTED] [REDACTED]  
LLA :  
AT [REDACTED]

MOD 11 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 12 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 13 Funding 0 [REDACTED]  
Cumulative Funding 1 [REDACTED]

MOD 14  
420102 [REDACTED]  
LLA :  
[REDACTED]  
Standard Number: 1300357927

MOD 14 Funding 6 [REDACTED]  
Cumulative Funding [REDACTED]

MOD 15  
420103 [REDACTED] [REDACTED] 0  
LLA :  
[REDACTED]

420104 [REDACTED] [REDACTED] .00  
LLA :  
[REDACTED]

MOD 15 Funding [REDACTED]  
Cumulative Funding 1 [REDACTED]

MOD 16  
[REDACTED] [REDACTED] [REDACTED]  
[REDACTED] :  
[REDACTED]

730102 [REDACTED] [REDACTED]  
[REDACTED] :  
[REDACTED]

730103 [REDACTED] [REDACTED]  
LLA :  
[REDACTED]

930001 [REDACTED] [REDACTED]  
LLA :  
[REDACTED]

MOD 16 Funding [REDACTED]  
[REDACTED]

MOD 17  
[REDACTED] [REDACTED] [REDACTED]

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LLA :

930002

LLA :

MOD 17 Funding 8

Cumulative Funding

MOD 18

730001

LLA :

BD 1751319 W998 251 00014 0 050120 2D 000000 A5000278813

730002

LLA :

BE 1751319 W998 251 00014 0 050120 2D 000000 A60002782813

930003 130048589300007

LLA :

BC 1751319 W2DG 251 00014 0 050120 2D 000000 A20002782813

MOD 18 Funding 53251.00

Cumulative Funding 2727335.00

MOD 19

730105 1300485893

LLA :

BC 1751319 W2DG 251 00014 0 050120 2D 000000 A20002782813

930004 1300485893

LLA :

BC 1751319 W2DG 251 00014 0 050120 2D 000000 A20002782813

MOD 19 Funding

Cumulative Funding

MOD 20

730003

LLA :

BF 1761319 W1AE 251 00014 0 050120 2D 000000 A70002782813

730106 1300485893

LLA :

BG 1761319 W7FV 251 00014 0 050120 2D 000000 A80002782813

930005 1300485893

LLA :

BF 1761319 W1AE 251 00014 0 050120 2D 000000 A70002782813

MOD 20 Funding 1

Cumulative Funding 2

MOD 21

740001 130048589300016

LLA :

740101

LLA :

740102

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LLA :

[REDACTED]

940001 1

LLA :

[REDACTED]

MOD 21 Funding [REDACTED]

Cumulative Funding [REDACTED] 0

MOD 22

730107

LLA :

[REDACTED]

740103 1300485893

LLA :

[REDACTED]

830101 1300485893

LLA :

[REDACTED]

830102 1300485893

LLA :

[REDACTED]

830103 1300485893

LLA :

[REDACTED]

830104 1300485893

LLA :

[REDACTED]

930003 130048589300007

LLA :

[REDACTED]

930004 1300485893

LLA :

[REDACTED]

930005 1300485893

LLA :

[REDACTED]

MOD 22 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 23

740104 1300485893

LLA :

[REDACTED]

MOD 23 Funding [REDACTED]

Cumulative Funding [REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **1.0 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS**

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 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.

### **2.0 CONTRACT 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 coversheets, and business cards may include the "Office of Naval Research" name but shall no include the Office of Naval Research logo or any related graphic.

### **3.0 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.

### **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 TELEWORK**

Telework may be approved by the COR or ACOR if it is determined the work to be performed can be accomplished offsite. In the case of a Government shutdown/furlough approval by the

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PCO would also be required in addition to the COR or ACOR. Teleworking must be in accordance with the company's telework policy, at no additional cost to the government, and not detrimental to contract performance.

The following are examples of telework conditions that might be approved when practical, to ensure Continuity of Operations (COOP).

- When the U.S. federal government's Office of Personnel Management (OPM) authorizes the closure of the federal government in the Washington DC metropolitan area due to inclement weather or a man-made or natural disaster.
- Restricted access to ONR headquarters facilities and/or extended interruption to IT services.
- On a situational or recurring basis consistent with the support requirements and tasks of the Statement of Work.

Each contractor must present in advance of teleworking a written telework agreement outlining a work plan that includes a list of tasks and projects that will be done during the telework period, the number of man-hours expected to be executed on each task/project and the method of reporting the accomplishments daily. The telework agreement must be approved in writing by the COR or ACOR and the contractor's employer.

During approved telework periods, contractors are authorized to use appropriate government furnished equipment to accomplish specific tasks outlined in work plan.

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## SECTION I CONTRACT CLAUSES

### 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 252.204-7000	Disclosure of Information (DEC 1991) (Applies when the Contractor will have access to or generate unclassified information that may be sensitive and inappropriate for release to the public)
X	DFARS 252.204-7005	Oral Attestation of Security Responsibilities (NOV 2001)
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 Number 1: Non-Disclosure Agreement

Attachment Number 2: Quality Assurance Surveillance Plan

Attachment Number 3: Financial Accounting Data (FAD) sheets

Attachment Number 4: DD254, Department of Defense Contract Security Classification Specification (Revised)

Attachment Number 4a: FOUO ATTACHMENT TO DD FORM 254

Attachment Number 4b: Foreign Government Information (FGI)

Attachment Number 5: COR Appointment Letter