

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
17

3. EFFECTIVE DATE  
15-Aug-2016

4. REQUISITION/PURCHASE REQ. NO.  
1300504405

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

6. ISSUED BY CODE

N00014

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

Office of Naval Research  
875 N. Randolph St  
Arlington VA 22203-1995  
wyneisha.lewis@navy.mil 703-696-2901

DCMA Manassas  
14501 George Carter Way, 2nd Floor  
Chantilly VA 20151

SCD: C

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

Strategic Analysis, Inc.  
4075 Wilson Blvd, Ste 200  
Arlington VA 22203

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-08-D-5605-EE01

10B. DATED (SEE ITEM 13)

17-Feb-2012

CAGE CODE  
44609

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; 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)

15-Aug-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 7300,
- (2) Add an increment of funding in the amount of [REDACTED] to CLIN 7400, and
- (3) 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] by [REDACTED] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
730006	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
740003	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED] by [REDACTED] to [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	Period One: Meeting Support Services for Reliance 21 (12 months) (RDT&E)	2760.0	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)					
400004	R408	Funding for CLIN 0004 (RDT&E)					
4100	R408	Option for Period Two: Meeting Support Services for Reliance 21. (12 months) PSC Code: R408 (RDT&E)	2760.0	LH	██████████	██████████	
410001	R408	Incremental Funding (RDT&E)					
410002	R408	Incremental Funding (RDT&E)					
410003	R408	Incremental Funding (RDT&E)					
410004	R408	Incremental Funding (RDT&E)					
410005	R408	Incremental Funding ██████████ 14PR00062-04 (RDT&E)					
4200	R408	Option for Period Three: Meeting Support Services for Reliance 21. (12 months) (RDT&E)	2760.0	LH	██████████	██████████	
420001	R408	Incremental Funding, ██████████ 14PR00062-01 (RDT&E)					
420002	R408	Incremental Funding, ██████████ 14PR00062-04 (RDT&E)					
420003	R408	Incremental Funding, ██████████ 14PR00062-04 (RDT&E)					
420004	R408	Incremental Funding, ██████████ 14PR00062-04 (RDT&E)					
420005	R408	Incremental Funding, ██████████ 15PR02126-00 (RDT&E)					
420006	R408	Incremental Funding, ██████████, 15PR02126-02 (RDT&E)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R408	Period One: Travel and ODCs Meeting Support Services for Reliance 21. (12 months) (RDT&E)	1.0	LO	██████████
600001	R408	Funding for Base Year ODCs (RDT&E)			
6100	R408	Option for Period Two: Travel and ODCs. Meeting Support Services for Reliance 21. (12 months) PSC Code: R408 (RDT&E)	1.0	LO	██████████
610001	R408	Incremental Funding (RDT&E)			
6200	R408	Option for Period Three: Travel and ODCs. Meeting Support Services for Reliance 21. (12 months) Incremental Funding, \$3,486.04, 14PR00062-01 (RDT&E)	1.0	LO	██████████

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	R408	Option for Period Four: Meeting Support Services for Reliance 21. (12 months) (RDT&E)	2760.0	LH	██████████	██████████	
730001	R408	Incremental Funding, ██████████ 15PR02126-02 ACRN AQ (RDT&E)					
730002	R408	Incremental Funding, ██████████ 15PR02126-02 ACRN AP (RDT&E)					
730003	R408	Incremental Funding, ██████████ 15PR02126-04 ACRN AR (RDT&E)					
730004	R408	Incremental Funding, ██████████ 1300504405 ACRN AS (RDT&E)					
730005	R408	Incremental Funding, ██████████ 1300504405 ACRN AU (RDT&E)					
730006	R408	Incremental Funding, ██████████ 1300504405 ACRN AV (RDT&E)					
7400	R408	Option for Period Five: Meeting Support Services for Reliance 21. (12 months) (RDT&E)	2760.0	LH	██████████	██████████	
740001	R408	Incremental Funding, ██████████ 1300504405 ACRN AT (RDT&E)					
740002	R408	Incremental Funding, ██████████ 1300504405 ACRN AU (RDT&E)					
740003	R408	Incremental Funding, ██████████ 1300504405 ACRN AV (RDT&E)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9300	R408	Option for Period Four: Travel and ODCs. Meeting Support Services for Reliance 21. (12 months) (RDT&E)	1.0	LO	██████████
930001	R408	Incremental Funding, ██████████ 130504405 ACRN AS (RDT&E)			
9400	R408	Option for Period Five: Travel and ODCs. Meeting Support Services for Reliance 21. (12 months) (RDT&E)	1.0	LO	██████████

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Defense Science and Technology Group Reliance 21 Process

#### 1.0 Introduction

1.1 The Defense Science and Technology (S&T) Reliance 21 process performs integrated strategic planning for the Department of Defense (DoD) S&T program through the coordinated efforts of the Office of the Secretary of Defense, the Joint Staff, the Military Departments, and Other Defense Agencies. The goals of the Reliance 21 planning process are to:

- Continuously improve the S&T support to the warfighter
- Collectively plan, document, and assess the DoD S&T program.
- Enhance the quality of DoD S&T activities and develop world-class products.
- Ensure the existence of critical masses of personnel and financial resources in key S&T areas.
- Reduce redundant S&T capabilities and eliminate unwarranted duplication.
- Preserve the vital, mission-essential capabilities of the DoD components and agencies throughout the process.

1.2 The Reliance 21 process is accomplished and coordinated through the Defense Science and Technology Advisory Group (DSTAG), made up of the following members:

- Assistant Secretary of Defense for Research and Engineering (Chair)
- Principal Deputy, ASD(R&E), Director of Plans & Programs
- Principal Deputy Under Secretary of Defense for Policy
- Director, Industrial Policy
- Chief Scientist, Assistant Secretary of the Army (Acquisition, Logistics, and Technology)
- Chief of Naval Research
- Deputy Assistant Secretary of the Air Force (Science, Technology & Engineering)
- Deputy Director, Defense Advanced Research Projects Agency
- Deputy for Advanced Technology, Missile Defense Agency
- Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs (ATSD(NCB))
- Deputy Assistant Secretary of Defense (Force Health Protection and Readiness)
- Director, Force Structure, Resources, and Assessment Directorate, Joint Staff (J-8)
- Associate Director Research and Development, Defense Threat Reduction Agency
- Vice Director, Joint Improvised Explosive Device Defeat Organization
- Director (Research), OASD(R&E)
- Director (Rapid Fielding), OASD(R&E)

1.3 The DSTAG Overarching Integrated Product Team (DSTAG OIPT) is the principal advisor to the DSTAG in the oversight and operation of all Reliance 21 activities. Each DSTAG

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Principal member has a representative on the DSTAG OIPT. DSTAG and DSTAG OIPT efforts are coordinated and administered by the DSTAG Executive Secretary.

1.4 The Reliance 21 planning process biennially develops and publishes a series of S&T documents to advise and inform the DoD-wide S&T enterprise of the Department's S&T program content, warfighter deliverables, and recent accomplishments. These documents are the Strategic Basic Research Plan, the Joint Warfighting S&T Plan, and the S&T Success Stories Brochure.

## 2.0 Scope/Objectives

2.1 The objective of this requirement includes providing management, analytic, administrative and graphics support to the DSTAG and DSTAG OIPT in the conduct of Reliance 21 planning and documentation activities.

2.2 The scope of the work to be performed includes, but is not limited to, management and analytic support for the operation of Reliance 21 to include the following:

2.3.1 Provide analysis and meeting presentation support to the DoD S&T leadership committee and staff and, on a case-by-case basis, other Reliance 21 planning organizations. Efforts to include preparation of PowerPoint presentations, spreadsheets, and other documents for use in facilitating meetings.

2.3.2 Provide administrative and graphics support in the development of Reliance 21 documentation. Graphics to include tables, graphs, pictures, drawings and other graphics forms for Reliance documents.

2.3.3 Provide assistance to the Executive Secretary in the conduct of DoD S&T leadership committee meetings and other Executive Secretary actions. Efforts to include meeting room preparation and setup, copying and collating meeting materials, and documenting and publishing meeting minutes and other records.

## 2.4 Technical Tasks/Requirements

2.4.1. Reliance 21 Process Technical/Programmatic Support and Analysis: This support will include helping to create, promulgate, and facilitate S&T planning guidance, responding to DoD S&T leadership committee' initiatives, supporting data calls, and interfacing with other DoD or Government organizations involved with management or execution of S&T plans. Support will likely include providing presentation support, providing meeting room facilities, gathering data, preparing documentation support, and disseminating data. Organizations that may require support include the DoD S&T leadership committee, and other management organizations involved with Reliance 21 efforts.

2.4.2 Executive Secretary Technical and Programmatic Support: The Executive Secretary

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position is a two year assignment and is filled on a rotational basis among the three Services. Basic tasks that the contractor shall accomplish:

- Draft memoranda and e-mails for Executive Secretary signature and release
- Correlate and analyzing information directed to the Executive Secretary from the Defense S&T community
- Prepare briefing material
- Track the status of actions required under the Reliance 21 process
- Attend meetings of the DoD S&T leadership committee.

2.4.3 Specific Meeting Support Tasks that shall be accomplished by the contractor:

- Develop and prepare the overall program presentation materials and provide administrative assistance during presentations which includes: graphics, audio-visual equipment, obtaining meeting supplies, and obtaining other documentation required by the DoD S&T leadership committee.
- Provide, or through subcontract have access to, conference spaces to support Reliance 21 activities. All conference rooms must have the capability for computer projected presentations and be equipped with high speed internet ports. Conference rooms are needed to accommodate up to forty (40) participants once per month, and up to one hundred (100) participants once per year.
- Provide high volume copying capacity for reproduction of meeting materials.
- Maintain meeting minutes to include minute-taking, transcribing, and revising.

2.4.4 Specific Technical and Documentation Preparation Support Tasks:

In order to provide the DoD S&T leadership committee with technical and documentation preparation support, the contractor shall provide the following support:

- Assemble both text and graphics material provided by OSD, the Joint Staff, and the Components into draft Reliance 21 documents for review, approval, and release by the DoD S&T leadership committee. Documents are published biennially and include the Strategic Basic Research Plan (approximately 40 pages) Joint Warfighting S&T Plan (approximately 250 Pages), and S&T Success Story Brochure (approximately 150 pages). Additional documents may be published on a case-by-case basis.

### 3.0 Deliverables

#### 3.1 Monthly Progress Report

The contractor shall prepare and submit a monthly status report that lists the major technical and financial activities performed during the period, the man-hours charged by key personnel, the total costs incurred for the month (Project Support Line Item and ODCs separated) and whether or not there are any projected deviations to the performance, schedule or budget for assigned tasks. The report shall include a forecast of work products for the coming month. Contractor format is acceptable. The status report is due no later than the fifteenth day of the following



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month. Electronic submission via email is required to be made to the COR.

### 3.2 Quality Control Plan

The contractor is required to provide for Contracting Officer approval a Quality Control Plan detailing the quality control procedures and methods to be used, how the Plan will be implemented, and how the Plan will be evaluated. The Quality Control Plan is to be submitted within thirty (30) days of contract award.

### 3.3 Other Deliverables.

The contractor is required to assemble documents, brochures, pamphlets, and other media materials as required. The format for these items should be discussed and coordinated with the Contracting Officer's Representative (COR) prior to submission. Final products are property of the Office of Naval Research.

### 3.4 Ad Hoc Reports/Presentations

The Contractor shall provide as required ad hoc reports and presentations. The required format, timing, content and distribution shall be provided at the time the requirement is provided.

### 3.5 Final Report

The Contractor shall provide a final report which summarizes the major accomplishments during the period of performance as well as a summary of all prior submitted monthly reports. Contractor format is acceptable. The report shall be submitted via email to the COR.

4.0 APPLICABLE REFERENCES. Applicable documents, specifications, reports, and other material which have an impact on the project.

4.1 Doing business with ONR: [http://www.onr.navy.mil/doing\\_business/](http://www.onr.navy.mil/doing_business/)

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## **SECTION D PACKAGING AND MARKING**

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

Sponsor/Task Order Manger:

Kenneth L. Smith  
ONR Code 03R  
875 North Randolph Street  
Arlington, VA 22203-1995

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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.

Inspection and Acceptance of deliveries under this Task Order will be accomplished by the Task Order Manager (TOM) who, along with the Contracting Officer's Representative (COR), is designated in Section G. The TOM 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	2/17/2012 - 2/16/2013
4100	2/17/2013 - 2/16/2014
4200	2/17/2014 - 2/16/2015
6000	2/17/2012 - 2/16/2013
6100	2/17/2013 - 2/16/2014
6200	2/17/2014 - 2/16/2015
7300	2/17/2015 - 2/16/2016
7400	2/17/2016 - 2/16/2017
9300	2/17/2015 - 2/16/2016
9400	2/17/2016 - 2/16/2017

## CLIN - DELIVERIES OR PERFORMANCE

1. The support services performed under the base effort (CLINs 4000 and 6000) shall be conducted from date of task order award 17 February 2012 through 16 February 2013.

2. The support services performed under the Option for Period 2 (CLINs 4100 and 6100) shall be for the period of 17 February 2013 through 16 February 2014.

3. The support services performed under the Option for Period 3 (CLINs 4200 and 6200) shall be for the period of 17 February 2014 through 16 February 2015.

4. The support services performed under the Option for Period 4 (CLINs 7300 and 9300) shall be for a period of 17 February 2015 through 16 February 2016.

5. The support services performed under the Option for Period 5 (CLINs 7400 and 9400) shall be for a period of 17 February 2016 through 16 February 2017.

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

### 7. Place of Performance

Work will be performed at the Office of Naval Research as well as the contractor's facilities. (See further details in Order Details within Section G).

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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

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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]

IssueBy 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

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“Header” tab.

Special Payment Instructions for CLIN/SLINs with Multiple ACRNs/Lines of Accounting: (Note - since WAWF does not accept the use of multiple ACRNs with the same AAA or SDN for any single CLIN or SLIN on one invoice; multiple invoices may have to be used - use the WAWF “Line Item” “Description” area to note the use of multiple invoices).

For all invoices submitted against CLINs with multiple Accounting Classification Reference Numbers (ACRNs), the billing shall be paid from the earliest Fiscal Year (FY) appropriation first. Fiscal Year is determined from the 3rd character in the “Appropriation (Critical)” part (Block 6B) of the Line of Accounting on the Financial Accounting Data Sheet of the contract (e.g., 1781319 for FY 2008 and 1791319 for FY 2009). In the event there are multiple ACRNs with the same FY of appropriation, billings shall be proportionally billed to all ACRNs for that FY in the same ratio that the ACRNs are obligated.

If you have any questions regarding WAWF, contact the DoD WAWF Assistance Line at 1-866-618-5988.

For additional clarification on the correct Codes to use or on proper invoicing procedures, contact the ADMINISTERED BY Office on page one of the award document.

For payment status questions, contact the PAYMENT WILL BE MADE BY Office listed on page one of the award document or visit the DFAS My Invoice system (<https://myinvoice.csd.disa.mil>).

## 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

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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 Task Order will not exceed a total amount of [REDACTED] including an estimated cost of \$ [REDACTED] and a fixed fee of [REDACTED].

(b) It is hereby understood and agreed that CLIN 4000 will not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4000 is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 17 February 2012 through 16 February 2013.

(c) It is hereby understood and agreed that CLIN 6000 will not exceed a total amount 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 17 February 2012 through 16 February 2013.

(d) It is hereby understood and agreed that CLIN 4100 will not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4100 is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 17 February 2013 through 16 February 2014.

(e) CLIN 6100 is hereby fully funded in the amount of [REDACTED]

(f) It is hereby understood and agreed that CLIN 4200 will not exceed a total amount of [REDACTED] including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 4200 is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 17 February 2014 through 16 February 2015.

(g) CLIN 6200 is hereby fully funded in the amount of [REDACTED]

(h) It is hereby understood and agreed that CLIN 7300 will not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7300 is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 17 February 2015 through 16 February 2016.

(i) It is hereby understood and agreed that CLIN 9300 will not exceed a total amount 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



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period from 17 February 2015 through 31 August 2015.

(j) It is hereby understood and agreed that CLIN 7400 will not exceed a total amount of [REDACTED] including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7400 is [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 17 February 2016 to 31 August 2016.

(k) It is hereby understood and agreed that CLIN 9400 will not exceed a total amount of [REDACTED]. The total amount presently available for payment and allotted to CLIN 9400 is [REDACTED].

**(l) It is hereby understood and agreed that CLIN 7300 will not exceed a total amount of [REDACTED]; including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7300 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 17 February 2015 through 31 September 2016.**

**(m) It is hereby understood and agreed that CLIN 7400 will not exceed a total amount of [REDACTED] including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7400 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 17 February 2016 to 31 October 2016.**

## 2.0 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 total level of effort for the performance of this contract shall be 2,760 total hours of direct labor, 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 230 hours per month. It is understood and agreed that the rate of 230 hours per month 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,

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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 (Required LOE Hours - Expended LOE Hours)

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.

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

CATEGORY	MONTHLY HOURS
Program Manager	150
Program Analyst	60
Technical Specialist	10
Graphic Support Specialist	10
TOTAL	230

### 3.0 Increase in Level of Effort (Cost-Reimbursement) SSP 5252.216-9775 (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 C of this contract, 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 contract 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:

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

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

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 effected by written notice from the Contracting Officer.

(c) The exercise of the option shall be formally reflected by a modification to this contract

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increasing the estimated cost and fixed fee and adjusting the Level of Effort provision for the affected contract period

#### 4.0 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The minimum requirements are:

4.1 Program Manager – The candidate should have the ability to develop and execute complex technical tasks, to apply analytical problem solving methodologies, to provide technical direction to support staff, and to interface with Government and with other contractor personnel. The candidate should have the ability to effectively write and edit documents, memoranda, and briefings. This will be considered a Key Personnel.

4.1.1. Minimum qualifications: Masters degree from an accredited college or university and five years of experience in supporting DoD S&T management is expected– OR- a bachelor’s degree and ten years of S&T experience. Demonstrated experience in supporting S&T program management in DoD and knowledge of Defense S&T activities, organizations, and planning processes.

4.2 Program Analyst –The candidate should have the ability to develop and execute complex technical tasks and to apply analytical problem solving methodologies. The candidate should have the ability to effectively write and edit documents, meeting notes, memoranda, and briefings.

4.2.1. Minimum qualifications: Bachelors degree from an accredited college or university and three years of experience in supporting DoD S&T management is expected - OR - No degree with ten years experience in supporting DoD S&T management.

4.2.2 Desired qualifications: Demonstrated experience in program management in DoD and knowledge of Defense S&T activities, organizations, and planning processes.

4.3 Technical Specialist Or Equivalent – Demonstrated experience in the preparation of technical documentation including program plans and progress reports; preparation and review of policy procedure; and the preparation of new instructions.

4.3.1 Minimum qualifications: Bachelors degree in engineering or other technical field from an accredited university with five years experience in the analysis of Navy programmatic and operational policies, programs, processes, standards and guidelines concerning S&T.

4.3.2 Desired qualifications: Demonstrated experience in supporting S&T program management in DoD and knowledge of Defense S&T activities, organizations, and planning processes. It is desired that the candidate should have experience in providing technical and engineering support to S&T programs in the exploratory and advanced development stages.

4.4 Graphics Support Specialist – The candidate should assist with preparation of graphics for inclusion in reports and be able to format documents and generate layout for reports and

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briefings.

4.4.1 Required qualification: Candidate should be experienced with using Adobe® Creative Suite CS4/CS5 (Photoshop, InDesign, Illustrator) and other graphics and animation software.

4.4.2 Minimum qualification: Bachelor's degree from an accredited college or university and five (5) of experience in graphic design is expected OR ten (10) years of graphic design experience.

#### 4.5 Meeting Support Specialist

4.5.1. Minimum Qualifications: A Bachelor's degree from an accredited college or university and 5 years of experience in logistics and conference planning support. OR, Ten years of logistics and conference and planning support. The candidate should organize and plan Reliance meetings and conferences.

4.5.2 Desired Qualifications: Demonstrated experience in providing conference support to S&T programs and agencies, and knowledge of DoD and the Defense S&T Reliance organization and planning process.

4.6 The contractor shall report ALL contractor labor hours (including subcontractor labor) 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 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, which runs from 1 October through 30 September. Whichever inputs may be reported at any time during the FY, all data shall be reported NLT 31 October of each calendar year. Contractors may direct questions to the helpdesk, linked at <https://doncmra.nmci.navy.mil>.

#### 5. NOT USED

#### 6. Travel and Other Direct Costs (ODC)

6.1 A majority of travel will be local. Offerors are required to proposed Travel costs and ODCs. These costs are not to be applied with fee. Destinations will be determined as required. Non Local travel requires PO approval.

6.1.2 Travel costs and ODCs will be reimbursed at cost plus G&A without profit or fee.

6.2 For bidding purposes, the following Travel assumptions should be used:

6.2.1.1 Required Local Travel: one weekly roundtrip from the contractor site to the Pentagon for two contractor employees.

6.2.1.2 Required Non Local Travel: one annual 3-day roundtrip to Charleston, SC for two

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contractor employees.

6.2.1.3 Direct costs associated with Contractor travel should not exceed the rates found in the Joint Travel Regulation.

6.2.1.4 Unless otherwise stated by the Government sponsor, the Contractor is responsible for making all required travel arrangements, including: clearance requests, hotel reservations, travel orders, visa/passport processing.

6.3 During contractor performance of this effort it is likely that the contractor may be required to incur the cost of incidental items (i.e. CD-ROMS, binders, etc.). The exact type and quantity of incidental items cannot be defined at this time but the cost is expected to be minimal. It is estimated that the cost will not exceed \$500 per year.

#### 6.4 Other Direct Costs (ODCs)

All non-local travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed the value specified in CLINS for the base period and each option, if exercised.

#### 7.0 Security

7.1 Clearance Requirements. During the performance of this effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel working in the proposed labor categories, a minimum of a SECRET clearance, or the ability to obtain one, is required.

7.1.1 Access to classified information is not required for the purpose of submitting a bid/proposal for this statement of work. However, prior to award of contract the successful contractor will be required to have a Secret facility clearance with Secret Safeguarding (if applicable). Contractor personnel supporting positions that require access to classified information/material shall be U.S. citizens and eligible for a Secret personnel clearance.

7.2 Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (See attached).

7.3 Safeguarding Information. The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to

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or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

#### 7.4 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."

#### 8.0 Identification Badges.

The Place of Performance of this effort will take place at the contractor's facility. However, there will be occasions when the contractor will require access to the Office of Naval Research. Such access will require the appropriate building badge. The contractor shall advise the Program Officer whenever a badge is needed for contractor personnel.

9.0 Quality Assurance Surveillance Plan. See attached Plan in order to identify performance metrics.

#### 10.0 Period of Performance and Level of Effort

10.1 The Period of Performance of this effort consists of a 12-month base period and four 12-month option periods (Total potential period of performance, with options, is 60 months). The period of performance for each option period is 12 months from the start of the option period.

10.2 The anticipated Level of Effort for the base period is approximately 1.47 man-years at an average rate of approximately 230.0 hours per month. The level of effort anticipated for each option period is approximately 1.47 man-years at an average rate of approximately 230.0 hours per month.

10.3 The table listed in Section G of the Solicitation, Paragraph 2.0, Level of Effort, subparagraph 11, identifies the a notional schedule of the required monthly hours needed to complete this effort (Base and Options). This Total Hours estimate is based on historical experience and is provided as the Government's best estimate. The offeror may base the monthly mix of hours and labor categories on the Total Hours foud in the notional schedule or the offeror may propose a different Total based on its own labor classification system and unique approach to satisfy the Government's requirement.

10.4 While the Government will consider an alternate level of effort, it is the Government's

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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.

#### 11. Personal Services

Agencies shall not enter into any contract or other agreement for the acquisition of personal services that is not related to an emergency or other catastrophic event that requires government action to protect life or public safety.

#### 12.0 Place of Performance: Contractor Facility

#### 13.0 Procuring Office Representatives

a. 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 - Megan Gavarkavich, ONR 254, (703) 696-4559, DSN 426-4559, E-Mail Address: [megan.gavarkavich@navy.mil](mailto:megan.gavarkavich@navy.mil)

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

b. The Contractor is advised to direct inquiries concerning administration of this Task Order to the Administrative Contracting Officer designated in Block 6 of the Standard Form 26 of this Task Order.

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

The Task Order Manager for this effort is:

Kenneth L. Smith  
ONR Code 03R  
875 North Randolph Street  
Arlington, VA 22203-1995  
phone: (703) 696-8183

The COR for this effort is:

Adrienne E. Gould  
ONR Code 01  
875 North Randolph Street  
Arlington, VA 2203-1995  
phone: (703) 696-4448

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



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

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.

15. Payment Instructions for Multiple Accounting Classification Citations

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

- a. DFARS 252.204-0004 Line Item Specific: by Fiscal Year (SEP 2009)
- b. Applicability of DFARS PGI Instruction: All CLINs.
- c. Instruction for Use: 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

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[REDACTED]  
[REDACTED]

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

[REDACTED]

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

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

[REDACTED]  
[REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **1.0 ONR 5252.242-9718 TECHNICAL DIRECTION (FEB 2002)**

(a) Performance of the work hereunder is subject to the technical direction of the Program Officer/COR designated in this contract, or duly authorized representative. For the purposes of this clause, technical direction includes the following:

(1) Direction to the Contractor which shifts work emphasis between work areas or tasks, requires pursuit of certain lines of inquiry, fills in details or otherwise serves to accomplish the objectives described in the statement of work;

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

(b) Technical direction must be within the general scope of work stated in the contract. Technical direction may not be used to:

(1) Assign additional work under the contract;

(2) Direct a change as defined in the contract clause entitled "Changes";

(3) Increase or decrease the estimated contract cost, the fixed fee, or the time required for contract performance; or

(4) Change any of the terms, conditions or specifications of the contract.

(c) The only individual authorized to in any way amend or modify any of the terms of this contract shall be the Contracting Officer. When, in the opinion of the Contractor, any technical direction calls for effort outside the scope of the contract or inconsistent with this special provision, the Contractor shall notify the Contracting Officer in writing within ten working days after its receipt. The Contractor shall not proceed with the work affected by the technical direction until the Contractor is notified by the Contracting Officer that the technical direction is within the scope of the contract.

(d) Nothing in the foregoing paragraphs may be construed to excuse the Contractor from performing that portion of the work statement which is not affected by the disputed technical direction.

### **2.0 ONR 5252.237-9705 KEY PERSONNEL (DEC 88)**

(a) The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel". No substitutions may be made except in accordance with this clause.

(b) The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these

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events, the Contractor shall promptly notify the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer all proposed substitutions, in writing, at least thirty (30) days in advance/forty-five (45) days if security clearance must be obtained, of any proposed substitution and provide the information required by paragraph (c) below.

(c) Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer. Any proposed substitute must have qualifications equal to or superior to the qualifications of the incumbent. The Contracting Officer or his/her authorized representative will evaluate such requests and promptly notify the Contractor in writing of his/her approval or disapproval thereof.

(d) In the event that any of the identified key personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel:

Labor Category: Program Manager  
First/M/Last Name: Marcus Hawkins

### 3.0 WAGE DETERMINATION


Attachment 4 is the applicable Wage Determination and applies to the Graphic Support Specialist category.

### 4.0 CONSENT TO SUBCONTRACT AND/OR HIRE CONSULTANTS

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

Identified

Subcontractor	Estimated Cost/Price
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Envisioneering, Inc.	
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The preceding list shall constitute the written consent of the Contracting Officer required by Paragraph (c), (d) and (e) of the contract clause at FAR 52.244-2 entitled, "Subcontracts". The Contracting Officer's written consent to subcontract is required for:

(i) Services acquired under a cost-reimbursement, time-and-materials, or labor hour type

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subcontract or agreement;

(ii) Fixed price contracts that exceed the greater of \$100,000 or 5 percent of the total estimated cost of the contract;

This consent is based upon the information submitted by the prime contractor in accordance with FAR 52.244-2 (f), (l), (i) through (vii).

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## **SECTION I CONTRACT CLAUSES**

### **09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

(a) The Government may extend the term of this contract by written notice to the Contractor any time during the period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least one (1) day before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

#### **The following security-related clauses apply to this Order:**

- FAR 52.204-2 Security Requirements (AUG 1996), Alternate I (Apr 1984)
- DFARS 252.204-7000 Disclosure of Information (DEC 1991)
- DFARS 252.204-7005 Oral Attestation of Security Responsibilities (NOV 2001)
- DFARS 252.223-7004 Drug-Free Work Force (SEP 1988)
- FAR 52.227-10 Filing of Patent Applications-Classified Subject Matter (Dec 2007)



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## **SECTION J LIST OF ATTACHMENTS**

ATTACHMENT 1: DoD Contract Security Classification Specification (DD Form 254)

ATTACHMENT 2: Non-Disclosure Agreement

ATTACHMENT 3: Quality Assurance Plan

ATTACHMENT 4: DOL Wage Determination

ATTACHMENT 5: Financial Accounting Data (FAD) Sheets