

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 23	3. EFFECTIVE DATE 02-Feb-2018	4. REQUISITION/PURCHASE REQ. NO. 1300602897	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NSWC IHEODTD 4081 North Jackson Road Indian Head MD 20640-5116 Christy.Mitchell@navy.mil 301-744-6637	CODE N00174	7. ADMINISTERED BY (If other than Item 6) DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-3375	CODE	S2101A SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Resource Management Concepts 46970 Bradley Blvd., Suite B Lexington Park MD 20653	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4116-FG04
	10B. DATED (SEE ITEM 13) 29-Mar-2013
CAGE CODE ORXW7	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.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF 43.103(a) Bilateral Agreement
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) Matthew S. Vodzak, Director of Contracts		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Amanda M Woodard, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Matthew S. Vodzak (Signature of person authorized to sign)	15C. DATE SIGNED 02-Feb-2018	16B. UNITED STATES OF AMERICA BY /s/Amanda M Woodard (Signature of Contracting Officer)	16C. DATE SIGNED 02-Feb-2018

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 2 of 2	FINAL
----------------------------------	---	----------------------------------	----------------	-------

**GENERAL INFORMATION**

The purpose of this modification is to de-obligate funds in the amount of \$20,225.03 from Option Year II (SLIN 7001-23, 7001-24 and 7001-25 on this task order.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby decreased from

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700123	O&MN,N			
700124	O&MN,N			---
700125	O&MN,N			---

The total value of the order is hereby increased from \$

2. Updated Funding Profile can be found in Section H.
3. All other terms and conditions remain unchanged.
4. Contractor's Statement of Release

THE PARTIES HAVE CONSIDERED WHETHER AN EQUITABLE ADJUSTMENT IN THE CONTRACT PRICE, DELIVERY SCHEDULE, OR OTHER TERMS AND CONDITIONS OF THE CONTRACT IS WARRANTED BY VIRTUE OF THE ABOVE CHANGE(S) TO THE CONTRACT. THE PARTIES AGREE THAT NO SUCH ADJUSTMENT IS WARRANTED. THE CONTRACTOR WAIVES ALL RIGHT, TITLE AND INTEREST, IF ANY, TO FURTHER EQUITABLE ADJUSTMENTS ARISING UNDER THIS MODIFICATION.

4. Questions regarding this modification can be directed to Christy Mitchell via email:

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 1 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

**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	R425	Base Year Labor - Corporate Operations Support Services in accordance with the Performance Work Statement. (O&MN,N)	1.0	LO			
400001	R425	PR# 1300340997 - Base Year Labor (O&MN,N)					
400002	R425	PR# 1300389736 - Base Year Labor - De-obligating on Mod 06 (O&MN,N)					

For Cost Type / NSP Items

4999		Data for labor CLINs 4000, 7000 and 7001 - In accordance with (IAW) CDRLs A001, the Government shall have unlimited data rights to all data generated IAW DFARS 252.227-7013 unless an assertion is provided and accepted by the Government IAW DFARS 252.227-7017.	1.0	LO			NSP
------	--	---	-----	----	--	--	-----

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
6000	R425	Base Year ODC's - Corporate Operations Support Services Other Direct Costs/Materials in accordance with the Performance Work Statement NTE (O&MN,N)	1.0	LO			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	Option Year I Labor - Corporate Operations Support Services in accordance with the Performance Work Statement (O&MN,N)	1.0	LO			
700001	R425	PR# 1300389736 - Option Year I Labor - De-obligating from Labor on Mod 06 (O&MN,N)					
7001	R425	Option Year II Labor - Corporate Operations Support Services in accordance with the Performance Work Statement (O&MN,N)	1.0	LO			
700101	R425	PR 1300487492 Option Year II Labor - Line Item 00001 (O&MN,N)					

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 2 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
700102	R425	PR 1300487492 Option Year II Labor - Line Item 00002 (O&MN,N)					
700103	R425	PR 1300512167 Option Year II Labor - Line Item 00001 (O&MN,N)					
700104	R425	PR 1300512167 Option Year II Labor - Line Item 00003 (O&MN,N)					
700105	R425	PR 1300512167 Option Year II Labor - Line Item 00004 (O&MN,N)					
700106	R425	PR 1300512167 Option Year II Labor - Line Item 00005 (O&MN,N)					
700107	R425	PR 1300529208 Option Year II Labor (O&MN,N)					
700108	R425	PR 1300529544 Option Year II Labor (O&MN,N)					
700109	R425	PR 1300530259 Option Year II Labor (O&MN,N)					
700110	R425	PR 1300530334 Option Year II Labor (O&MN,N)					
700111	R425	PR 1300538933 Option Year II Labor (O&MN,N)					
700112	R425	PR 1300544543 Option Year II Labor (O&MN,N)					
700113	R425	PR 1300554728 Option Year II Labor (O&MN,N)					
700114	R425	PR 1300555677 Option Year II Labor (O&MN,N)					
700115	R425	PR 1300555678 Option Year II Labor (O&MN,N)					
700116	R425	PR 1300555679 Option Year II Labor (O&MN,N)					
700117	R425	PR 1300559188 Option Year II Labor (O&MN,N)					
700118	R425	PR 1300571255 Option Year II Labor (O&MN,N)					
700119	R425	PR 1300580985 Option Year II Labor (O&MN,N)					
700120	R425	PR 1300571255 Option Year II Labor (O&MN,N)					
700121	R425	PR 1300602899 Option Year II Labor (O&MN,N)					
700122	R425	PR 1300602898 Option Year II Labor (O&MN,N)					

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 3 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
700123	R425	PR 1300602897 Option Year II Labor (O&MN,N)					
700124	R425	PR 1300602896 Option Year II Labor (O&MN,N)					
700125	R425	PR 1300603864 Option Year II Labor (O&MN,N)					
700126	R425	PR 1300605377 Option Year II Labor (O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Option Year I ODC's - Corporate Operations Support Services Other Direct Costs/Materials in accordance with the Performance Work Statement NTE (O&MN,N)	1.0	LO	
900001	R425	PR# 1300389736 Option Year I ODC's- De-obligating Funds on Mod 06 (O&MN,N)			
9001	R425	Option Year II ODC's - Corporate Operations Support Services Other Direct Costs/Materials in accordance with the Performance Work Statement NTE (O&MN,N)	1.0	LO	

**CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

(a) The COR for this task order is:

Name:

Address: Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division  
(NSWC IHEODTD)

Phone:

Fax:

Email:

(b) The Alternate COR for this task order is:

Name:

Address: Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division  
(NSWC IHEODTD)

Phone:

Fax:

Email:

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 4 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

(c) 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 (ACO) and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the COR requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

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

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 5 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT (PWS)

#### CORPORATE OPERATIONS SUPPORT

#### NAVAL SURFACE WARFARE CENTER INDIAN HEAD EXPLOSIVE ORDNANCE DISPOSAL TECHNOLOGY DIVISION

### SECTION ONE: SCOPE

#### 1.0 INTRODUCTION

The Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD) requires corporate operations support services to complement the organic resources of the Command. This performance work statement (PWS) identifies and defines the effort necessary to support the Command and its mission.

#### 1.2 BACKGROUND

Under the Secretary of Defense, the Secretary of the Navy (SECNAV) is assigned as Single Manager for military Explosive Ordnance Disposal Technology and Training (DOD Directive 5160.62). The mission of NSWC IHEODTD is to exploit technology and intelligence to develop, deliver, and provide life-cycle support for explosive ordnance disposal (EOD) information, procedures, tools, and equipment to meet the needs of Joint Service EOD operating forces and other customers worldwide (OPNAVINST 8027.1).

#### 1.3 SCOPE

This tasking is in support of NSWC IHEODTD Corporate Operations. This entails the performance of duties that ensure that the NSWC IHEODTD business functions operate properly and support the mission. In performance of these tasks, the Contractor shall have a thorough knowledge and understanding in the following areas:

- Command Strategic Planning
- Business Operations
- Human Resources Support
- Navy/Marine Corps Intranet (NMCI)/Continuity of Services Contract (COSC) Support

The Contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government nor perform any inherently governmental functions. The Contractor or its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. The Contractor shall not purchase or obligate on behalf of the Government. Unless specified otherwise, the Government will provide all equipment required for the required services. At all times, Contractor personnel shall wear appropriate identification identifying themselves as Contractor personnel. At all meetings, conferences, or sessions with the Government personnel, Contractor personnel shall clearly identify their status as Contractor employees. All reports delivered under this task order are property of the U. S. Government.

#### 1.4 KEY PERSONNEL REQUIREMENTS

The Contractor shall provide a suitable mix of personnel with the education and demonstrated skills and experience necessary to perform the tasks described in the Performance Work Statement (PWS). The key

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 6 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

personnel requirements are for a Program Manager, Organizational Development Specialist and Labor Relations Specialist. NSWC IHEODTD requests resumes for the prospective key personnel.

Key labor descriptions and qualifications are identified in Section C, Clause IHD17 below.

**IHD 17 - Personnel Qualifications (Minimum) NAVSEA/IHD (FEB 2000)**

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

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

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

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

**PERSONNEL QUALIFICATIONS FOR CORPORATE OPERATIONS SUPPORT**

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

**Program Manager (Key) (Secret)**

Bachelor's degree in management, business, or accounting discipline from an accredited college or university with ten (10) years professional experience. Candidate must have knowledge of DoD policies and directives. Experience to include at least six (6) years of experience in the management and control of budgets, personnel, and material resources for contracts of this type and complexity. Candidate should have experience with automated systems to include database maintenance and ad hoc reporting. Must have ability to analyze and prepare documentation and possess the ability to identify and resolve complex problems. Activities include obtaining, analyzing, and evaluating complex textual and/or quantitative information in order to make comparisons among alternatives or to make recommendations for corrections or improvements in processes, operations, or policies. Organizes, directs, and, coordinates planning and production of all contract activities. Interfaces with client management including the Contracting Officer and the Contracting Officer's Representative (COR). Recruits personnel necessary to perform assigned tasks. Establishes and alters (as necessary) program organization to provide effective contract support. Assigns, schedules, and provides quality assurance of project team deliverable. Ensures conformance to task specifications and contract provisions.

**Help Desk Technician (Secret)**

Associate's Degree AA/AS in information systems or related IT field, or relevant technical certification. At least two (2) years of recent experience working in a help desk environment identifying and resolving equipment and/or



CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 7 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

software-reported problems. A high school diploma and an additional two (2) years experience may be substituted for a degree.

#### **Human Resources Specialist III (Secret)**

Master's Degree MS/MA in human resources, business administration, management, or other relevant field. Ten (10) years of recent experience in analyzing, managing and improving major aspects of human resources, organizational processes and functions, with a minimum five (5) years in a Federal Agency environment. BA/BA and six (6) years of additional experience, or twelve (12) total additional years of experience may be substituted for the degree.

#### **Human Resources Specialist II (Secret)**

Bachelor's Degree BS/BA in human resources, business administration, management, or other relevant fields. Four (4) years of recent experience in analyzing, managing and improving major aspects of human resources, organizational processes and functions, with a minimum three (3) years in a Federal Agency environment. AS/AA and two (2) years of additional experience; or an additional four (4) years of experience may be substituted for the degree.

#### **Human Resources Specialist I (Secret)**

Associate's Degree AS/AA in human resources, business administration, management, or other relevant fields. Two (2) years of recent experience in analyzing, managing and improving major aspects of human resources, organizational processes and functions, with a minimum one (1) year in a Federal Agency environment. A HS Diploma and two (2) years of additional experience may be substituted for the degree.

#### **Labor Relations Specialist (Secret) (Key)**

Master's Degree MS in Labor Relations, Counseling, or a related discipline. At least ten (10) years of recent experience in managing employee and labor relations programs in Federal Agencies. Knowledge of employee and labor relations case law. Highly developed skill in dealing with labor union representatives. BS/BA and an additional six (6) years of experience may be substituted for the Master's degree.

#### **Organization Development Specialist (Secret) (Key)**

Bachelor's Degree BS/BA in Business Management or related discipline. At least ten (10) years of recent experience in position classification and organizational development including position management and cost-benefit analysis in Federal Agencies. Experienced in designing efficient, effective, and economical organizations.

#### **Program Analyst (Secret)**

Associate's Degree AS/AA in business administration, management, or other relevant fields, and technical/administrative training for the applicable functional area of support. At least five (5) years of recent experience in an office environment. Provides support to business managers, administrators, engineers, scientists, analysts, specialists, and/or technicians. Training and experience may include developed skills and ability in the use of word processing, spreadsheets, databases, desktop publishing, and/or drafting/graphics integration to fulfill the preparation and delivery of technical documentation and data to support the mission.

**\*PLEASE NOTE: If the personnel does not have an Associates Degree, A HS Diploma and two (2) years of additional experience may be substituted for the degree. This substitution has been granted by the Contracting Officer and Contracting Officer Representative.**

#### **1.5 TRAVEL**

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 8 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

The Contractor may be required to travel within CONUS in performance of this contract, in accordance with FAR 31.205-46 "Travel Costs" and the Joint Travel Regulations (JTR). All travel shall be pre-approved by the Contracting Officer's Representative (COR).

## **SECTION TWO: REQUIREMENTS**

### **2.0 TASK REQUIREMENTS**

#### **2.1 MONTHLY PROGRESS REPORTS**

The Contractor shall prepare monthly progress reports (MPR) for all services provided per paragraphs 2.2 through 2.5 in accordance with CDRL A001.

The Contractor shall perform the following duties and responsibilities under this tasking.

#### **2.2 Command Strategic Planning**

The Contractor shall provide a full range of support services in organizational development and strategic planning.

- a. Perform organization assessment.
- b. Contractor provides advice to Command leadership on matters relating to organizational management and recommends courses of action to accomplish goals and objectives.
- c. Assess organizational needs through interviews with all stake holders and works with senior leaders to develop and maintain a strategic business plan.
- d. Design strategic planning and team building sessions in consultation with leadership based on results of organizational assessment.
- e. Facilitates Command in developing a human capital strategy that results in the Command increasing its ability to predict future hiring needs while providing employees with a career path and allowing leadership to have more insight in the knowledge and abilities of its workforce.

#### **2.3 Business Operations**

The Contractor shall aid in the operation of business functions at the Command through the accomplishment of the following tasks.

- a. The Contractor shall provide business system support in a Navy ERP based business solution. The scope of these services shall include user management, manage required Navy ERP training and coordination of all business process across the Command.
- b. Support development of Command Business Process development effort by advising, assisting, and performing management analytical support services.
- c. Compile, document, and analyze metrics data concerning Command business processes.
- d. Integrate existing Program Management Plans to support the analysis and reporting of cost, schedule, and productivity status.
- e. Train Command personnel in business processes and metrics.
- f. Identify policy and business rule changes and prepare draft revisions to Command instructions.
- g. Assist in the preparation of business management documentation, briefs, and reports.
- h. Provide subject matter expertise to the Command Security Manager and staff to assist with integration and

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 9 of 43	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

execution of all aspects of the Command Security Program within the construct of Host-Tenant Agreements.

i. Freedom of Information Act (FOIA)—Apply and implement regulatory requirements for Freedom of Information Act Programs by tracking FOIA requests and preparing the response as required by federal law. Coordinate responses with subject matter expert, input and track requests in an automated system, complete an annual FOIA report as required by higher authority, prepare responses in accordance with requirements, and coordinate proper review approvals and signatures.

j. Privacy Act Program—Apply and implement regulatory requirements for Privacy Act Program by performing the following:

- \*Distribute rights and requirements of the Privacy Act Program to ensure requirements are followed.

- \*Track Privacy Act workforce training requirements and completion status.

- \*Complete audits and spot checks as required

k. Provide Correspondence and Directive Support to the Command Issuance System through the development of new Command directives, instructions, notices, policies, and manuals as well as the management and refinement of existing issuances.

l. Provide Management Internal Controls and Inspector General support by working with content owners to flesh out and assist in developing Plans of Action and Milestones (POA&Ms) as well as define process improvement approaches targeting areas identified in the inspection. In addition, the Contractor shall support the Command's Inspector General as required with administrative tasks required to run the program.

m. Acquisition Support- Ensures that the acquisition policy needs of the activity are met in accordance with local, headquarters and higher level policy requirements.

- \*Assists in writing/revising internal procedures/policies/forms and ensures that new/revised procedures/policies/forms are distributed within the activity in a timely manner.

- \*Responds to acquisition data calls by conducting research through discussions with other procurement personnel, database inquiries and running/creating database reports.

- \*Maintains a listing of the Contracting Officer Representatives (CORs) assigned to contracts

- \* Reviews the contract files documentation and all automated system input after final payment to ensure completeness and accuracy prior to closeout procedures.

## **2.4 Human Resources Support**

Human resource management support services to include human resource programs or initiatives in specific disciplines such as classification, organization development, staffing, recruitment, human resources development, employee and labor relations, and workforce diversity.

### **2.4.1 Organizational Development**

The Contractor shall perform organizational and program analysis, position evaluation, reviews and assesses Command organizational requirements, and develops recommendations and management strategies to incorporate new requirements and to more effectively structure positions to achieve mission goals. The Contractor shall conduct position management and organizational reviews and analyze findings relative to classification issues.

### **2.4.2 Civilian Drug Free Workplace Program**

The Contractor shall interpret, apply, and implement rules and regulations pertaining to the Navy Drug Free Workplace Program:

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 10 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- a. Advise employees and managers on the Drug Free Workplace Program requirements.
- b. Designate Drug Testing positions based on published rules and regulations.
- c. Coordinate drug testing with management and the Drug Free Workplace Program Coordinator.
- d. Distribute documentation in accordance with Program requirements.

#### **2.4.3 Labor/Employee Relations**

The Contractor shall provide management support services on the full scope of employee/labor relations programs.

- a. Establish and maintain effective relationships with labor organizations representing Federal employees. Provide support in negotiation and administration of labor agreements and provide guidance to management on labor and employee relations matters.
- b. Research proposed legislation and provide potential impacts and changes to labor/employee policies and programs.
- c. Support the preparation of management advocacy and post hearing activity documents for presentation and representation before third parties including arbitrations, the Federal Labor Relations Authority, the Merit Systems Protection Board, the Federal Mediation and Conciliation Service, the Federal Service Impasse Panel, the Office of Worker's Compensation Programs, and the Federal Employment Opportunity Commission. Evaluate laws, regulations and precedents related to third parties.
- d. Research bargaining issues and negotiability and provide negotiation support in technically difficult and complex federal union contracts.
- e. Analyze and provide options related to a variety of employee conduct and performance-based programs.
- f. Review administrative grievances and grievances under the negotiated grievance procedures, unfair labor practice complaints, impact and implementation issues, and provide recommendations to the Command.
- g. Recommend positions/strategy based on case law in litigation when working with Legal Counsel.
- h. Support the research of labor and employee relations regulations, case decisions, and historical information using internet research tools.
- i. Apply basic labor/employee relations principles, practices, and legal/regulatory authority to advise managers on appropriate disciplinary and/or other corrective actions that will be responsive to a range of conduct and performance problems.
- j. Provide explanations of rules and procedures to employees and help them understand their rights and obligation.
- k. Perform research and analysis and provide recommendations to the Government for resolving issues that include: Disciplinary Actions, Adverse Actions, Administrative Grievances, EEO Complaints, Alternative Dispute Resolution, Contract Negotiations, Union Grievances/Appeals, Impact & Implementation Issues, Unfair Labor Practices, Arbitrations, Merit Systems Protection Board Cases, Federal Mediation Conciliation Service Cases, and Federal Labor Relations Authority Cases.

#### **2.4.4 Employee Development**

The Contractor shall advise management on the development and continuous improvement of a comprehensive, on-going training program that will yield positive organizational results by providing the solutions to problems and issues that affect individual career progression; or that impact on specific occupational groups:

- a. Identify the means by which training and development programs can be prioritized relative to management needs and direction.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 11 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- b. Provide guidance in developing individual development plans.
- c. Process, distribute, and maintain files for all training request forms.
- d. Monitor the workflow in automated training systems, such as Navy ERP and future systems, and provide status on requirements in the training process.
- e. Assist managers and employees in locating appropriate training sources.
- f. Research, establish, and coordinate in-house training courses.
- g. Review, document, implement, and continuously improve the Defense Acquisition Workforce Initiative Act (DAWIA) and professional, administrative and technical education and training program for the NSWC IHEODTD. Assess the current requirements for DAWIA assignment to positions within the NSWC IHEODTD. Develop alternatives to apply the requirements to the Command organizational design. Implement and continually improve a DAWIA program.
- h. Assess the current requirements and opportunities for professional, administrative and technical education and training at the NSWC IHEODTD. Develop alternatives to implement a cost effective program that meets the needs and requirements of the mission at NSWC IHEODTD. Implement and continually improve the professional, administrative and technical education and training program.

#### **2.4.5 Staffing and Placement**

The Contractor shall be knowledgeable of federal recruitment and placement concepts, principles, laws, regulations in the analysis of employment problems and issues. The Contractor shall serve as a consultant in providing advice and guidance directly to managers and employees on all phases of the recruitment and placement process:

- a. Analyze trends and forecast changes in workforce requirements that will meet future mission demands.
- b. Assist managers by providing advisory guidance on title, series, and pay band.
- c. Maintain knowledge of both local and servicing center procedures to properly advise management on HR servicing procedures.
- d. Serve as the link between local managers and the servicing center by researching and coordinating technical aspects to ensure all personnel actions are researched and coordinated with servicing center before forwarding for appropriate action.
- e. Advise management on recruitment strategies, sources, and special programs that emphasize diversity and affirmative action.
- f. Assist management in developing crediting plans and other documentation necessary for the recruitment and placement of well-qualified candidates in internal or external competitive staffing actions.
- g. Input and track personnel actions via the automated personnel system; file and distribute notifications of personnel actions.

Assist with Service Computation Date calculations and corrections, primarily for former military.

#### **2.4.6 Classification**

The Contractor shall provide advice on advanced HR principles, concepts and practices including position management and organizational design sufficient to provide technical guidance and to administer a classification program that ensures accurate and consistent application of classification standards:

- a. Advise managers on the accepted principles and rules of judgment in analyzing contentious and complex

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 12 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

individual position and organizational structure issues (i.e., resolving borderline pay category issues; applying broadly written guides to rapidly evolving professional or equivalent occupations, interdisciplinary fields, impact of the person on the position; and equivalent issues with widespread internal and potentially external impact).

- b. Assess and advise management on the impact of proposed reorganizations and recommend alternative position management structures.
- c. Provide technical input, as appropriate, in resolving potential conflicts with classification principles and practices.
- d. Conduct on-site or telephone audits in support of classification efforts and prepare written evaluation statements, as required.
- e. Interpret position classification and position management principles, practices, and criteria for application to management's requests.
- f. Plan and conduct classification studies to identify short- and long-range position classification and position management needs.
- g. Provide explanation of recommendations and determinations, and resolve situations or disputes over decisions.

#### **2.4.7 Performance Management/Awards**

The Contractor shall advise managers on evaluation, feedback, and recognition techniques; assist in establishing critical elements and standards, alignment of employee performance plans with organizational goals, performance requirements, and the overall adequacy and quality of employee performance plans:

- a. Review requests for awards and assure that performance plans, criteria, and ratings are aligned to justify recommendations for a rating-based award.
- b. Provide reports to management pertaining to financial status, types, and numbers of awards granted.
- c. Explain assessment criteria of the performance appraisal program(s) including advising management about writing critical elements and performance standards.
- d. Administer the awards program involving monetary, time-off, honorary, and informal recognition.
- e. Assist in designing programs that support and align with organizational goals.

#### **2.4.8 Employee Benefits**

The Contractor shall be knowledgeable on current laws, regulations, procedures, and legislative changes to enable assistance to employees and management. The Contractor shall provide advice on benefit entitlements such as: retirement, health and life insurance, and Thrift Savings Plan.:

- a. Provide fact-finding and troubleshooting services to respond to questions or to provide a referral to the Employee Benefits Call Center.
- b. Distribute notifications to management and employees on Benefits issues.
- c. Coordinate preparation of the necessary documentation for transmittal to the servicing center.

#### **2.4.9 Human Resources Administrative Assistance**

The Contractor shall provide professional assistance to managers and employees in various personnel areas to include: staffing, placement, recruitment, classification, employee development, performance management/awards, employee benefits, labor relations and employee relations. Tasks include: coordinating awards program, drug free workplace program, student employment program, training requests and completions; processing new employees

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 13 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

on-board; inputting/extracting/compiling information in/from various data systems; preparing and routing personnel actions; printing, distributing and filing notification of personnel actions; preparing and updating power point presentations; preparing and updating metrics in excel and power point format; preparing and updating letters and correspondence with proper grammar and formatting following guidance outlined in the Navy Correspondence Manual; creating and maintaining multiple appointments, meeting requests and calendar's in Microsoft Outlook; copying, filing, scanning documents, answering phones directing calls and visitors appropriately or taking messages as necessary; coordinating procurement of supplies; assisting specialists within the office on human resources related tasking.

## **2.5 Navy/Marine Corps Intranet (NMCI) /Next Generation (NGEN) Support**

### **2.5.1 NMCI/NGEN Support – Contract Management**

The Contractor shall provide technical and administrative support for management of NMCI/NGEN implementation effort such as NMCI orders, trouble ticket status, inventory, accounts, and project management. Duties shall include: researching and preparing NMCI orders and contract modifications; administering NMCI follow-on support; submitting requests to modify user accounts and computer software configurations, and performing follow-up; maintaining NSWC IHEODTDs local database of NMCI user accounts and assets; monitoring and analyzing NMCI Trouble Ticket reports; preparing special reports as required by NSWC IHEODTD; coordinating and following up with the NMCI vendor and personnel at NSWC IHEODTD and other government organizations; researching legacy application issues using the DON Application and Database Management System (DADMS) and ISF-Tools; training NSWC IHEODTD personnel on NMCI management software such as NMCI Enterprise Tool (NET), e-MarketPlace, ISF-Tools, DADMS and others as needed.

### **2.5.2 NMCI/NGEN Support – Data Entry/User Support**

The Contractor shall provide data entry and user support for NSWC IHEODTD's NMCI implementation such as NMCI orders, user support with trouble ticket status, inventory, and legacy applications management. Duties shall include: assisting with researching and preparing NMCI orders and contract modifications; assisting with administering NMCI seat cutover and follow-on support; preparing data for requests to modify user accounts and computer software configurations, and performing follow-up; maintaining NSWC IHEODTD's local data base of NMCI user accounts and assets; preparing and monitoring NMCI Trouble Ticket reports; typing special reports as required by NSWC IHEODTD; typing draft NSWC IHEODTD policy and procedures documentation; assisting with coordinating and following up with the NMCI vendor and personnel at NAVEODTECHDIV and other government organizations; assisting with researching legacy application issues using DADMS and ISF-Tools; assisting with training NSWC IHEODTD personnel on NMCI management software such as NET, e-Marketplace, ISF-Tools, DADMS and others.

### **2.5.3 NMCI/NGEN Contract Support – Help Desk & Copier Support**

The Contractor shall provide local help desk support to include providing assistance to correcting copier problems, providing assistance with hardware/software problems, assisting with help desk documentation, taking help desk calls and responding to calls, and providing help desk related administration, tracking and reporting.

### **2.5.4 Command Audio/Visual (A/V) Support**

#### **2.5.4.1 A/V Support – Conference Room Management**

The Contractor shall provide technical support on as needed basis for the various conference rooms at NSWC IHEODTD. Duties shall include: ensuring all A/V equipment is working properly before the beginning of any scheduled meeting that they are supporting; provide on-hands support for the A/V equipment during scheduled briefs and conferences requiring equipment connectivity; run power point slides, operate the control panels for the projection screens, plasma panels, cameras, microphones and all recording devices in support of this effort; work with other contractors and government personnel on normal support and any upgrades or repair of the A/V equipment.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 14 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

### **3.0 REPORTING REQUIREMENT IN ACCORDANCE WITH NMCARS Part 5237.102(90)**

The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for corporate operations support via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address

#### **PLACE OF PERFORMANCE**

All work will be performed on site at the Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD), Indian Head, Maryland except when individual task requirements should, of necessity, or more logically, be performed off-site at other Government agencies, field sites, or Contractor facilities. When work is performed on site, the Contractor shall utilize Government furnished facilities, equipment, and materials including workstations, computers and ancillary devices, necessary paper and electronic data files and general office supplies in support of each individual task.

#### **WORKING HOURS**

The Contractor shall perform the tasks included in this PWS on a regular 8-hour/5-day workweek schedule between the hours of 0630 – 1630. Alternative work schedules such as on-call duty and rotating shifts maybe required. Such work schedules will be at the discretion of the Government. Work during other than normal hours may be necessary to meet project requirements. This represents an adjustment in schedule and is not considered overtime. Work outside regular duty hours requires prior approval from the Contracting Officer's Representative (COR) and notification of the Security Office.

#### **SECURITY CLEARANCE REQUIREMENT**

**DD-254 IS PROVIDED AS AN ATTACHMENT IN SECTION J**

#### **GOVERNMENT FURNISHED PROPERTY**

The Contractor shall utilize Government spaces, facilities and equipment in performance of assigned tasks. The Government will provide access to all required areas and equipment at the Government facility to the on-site Contractor personnel in support of this contract.



CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 15 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

**SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 16 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION E INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE IS AT DESTINATION.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 17 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

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

4000	3/29/2013 - 3/28/2014
6000	3/29/2013 - 3/28/2014
7000	3/29/2014 - 3/28/2015
7001	3/29/2015 - 12/28/2016
9000	3/29/2014 - 3/28/2015
9001	3/29/2015 - 12/28/2016

### CLIN - DELIVERIES OR PERFORMANCE

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

CLIN	Period of Performance
4000 (Base Year Labor)	3/29/2013 - 3/28/2014
6000 (Base Year ODC)	3/29/2013 - 3/28/2014
7000 (Option Year I Labor)	3/29/2014 - 3/28/2015
9000 (Option Year I ODC)	3/29/2014 - 3/28/2015
7001 (Option Year II Labor)	3/29/2015 - 12/28/2016 (9 month extension)
9001 (Option Year II Labor)	3/29/2015 - 12/28/2016 (9 month extension)

4999 is the not separately priced clin for data that is valid all years of the contract

Services to be performed hereunder will be provided at Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD), Indian Head, Maryland except when individual task requirements should, of necessity, or more logically, be performed off-site at other Government agencies, field sites, or Contractor facilities. When work is performed on site, the Contractor shall utilize Government furnished facilities, equipment, and materials including workstations, computers and ancillary devices, necessary paper and electronic data files and general office supplies in support of each individual task.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 18 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### IHD 76 - NAVAL SURFACE WARFARE CENTER INDIAN HEAD DIVISION (NSWC IHD), NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) (FEB 2013)

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

2. The scheduled holidays for NSWC IHEODTD, are:

#### HOLIDAYS\*

New Year's Day

Martin Luther King's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

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

For a specific calendar year, the actual date of observance for each of the above holidays may be obtained from the OPM website at OPM.GOV or by using the following direct link: <http://www.opm.gov/fedhol/index.asp>.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

AREA

FROM

TO

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 19 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

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

Receiving Office (BLDG. 116) 7:30 A.M. 11:30 A.M.  
12:30 P.M. 3:30 P.M.

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

4. NSWC IHEODTD is a tenant of the Naval Support Activity South Potomac (NSASP) at Indian Head. Access to the NSASP at Indian Head shall be in accordance with NSWC IHEODTD Command Security Policy requirements.

#### Routine Physical Contractor Access to a Federally-controlled Activity

##### 4.1 Activity Regulations

All contractor personnel employed on the Activity shall become familiar with and obey all Activity regulations including but are not limited to installation access control policy, safety, traffic and security regulations. The contractor in the performance of work requirements must comply with these regulations.

##### 4.2 Personally Identifiable Information (PII)

Personally Identifiable Information is information that can be used to distinguish or trace someone's identity. It includes information such as name, social security number, date and place of birth, mother's maiden name, and biometric records, including any other personnel information which is linked to an individual. When submitting any of this information in electronic communication methods ensure the subject line indicates "For Official Use Only (FOUO) Privacy Sensitive". Contractor's who work with records that contain the aforementioned sensitive information are responsible for protection of PII. Failure to safeguard PII can result in identity theft as well as can result in criminal penalties against the individual and civil penalties against the agency. In order to protect PII, all documentation utilized by Naval Support Activity South Potomac (NSASP) for vetting and determining the fitness of individual requesting and/or requiring access to NSASP installations will be destroyed.

##### 4.3 Citizenship

Individuals working on this contract must be U.S. citizens, immigrant/resident aliens who hold a current resident alien card with a photo; either the I-551 with a photo and without an expiration date or who hold the new type I-766 Employment Authorization Card (with magnetic strip, photo, hologram) issued by Homeland Security in their possession in order to enter the installation. As is the case with anyone allowed access to the installation,

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 20 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

these individuals must also have a current driver's license or state issued identification card.

Resident aliens or those with a Homeland Security I-766 may work in the general or restricted areas but cannot enter or work inside technical buildings unless authorized by the cognizant command.

Those with any other type of work permit, resident cards with expiration dates, visas, etc. will not be granted access.

#### 4.4 Expected Visitor

Submission of personal information is required for the purpose of vetting individuals to ensure fitness for access to military installations, to include criminal record and sex offender registry status. In accordance with the Office of the Chief of Naval Operations (OPNAV), OPNAVINST 1752.3 dated 27 May 2009 sex offenders are prohibited from accessing Navy facilities. Information obtained will be destroyed once verified. Non-compliance in providing personal information will result in denial of access.

An expected visitor must identify the Company Name along with address, Date of the Visit, Visitor Name (first name, middle initial and last name), Social Security Number (SSN), Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date), Building Number Visiting, Point of Contact and Telephone number not later than **five working days** before the required visit to the Contracting Officer Representative (COR).

Prior to granting access, the aforementioned expected visitor information is required to be submitted to the COR.

On the day of the arrival, the person must bring their photo identification, vehicle registration and proof of insurance card. All visitors must stop at the Activity pass office for clearance.

#### 4.5 Recurring Vendors, Contractors, Suppliers and Other Service Providers

NSWC IHEODTD has implemented RAPIDGate for non-common access card (CAC) vendors, contractors, and suppliers program in accordance with Commander, Navy Installations Command (CNIC) Notice 5530 dated 12 July 2010. It is strongly encouraged that all non-CAC holders who require base access enroll into the RAPIDGate program. RAPIDGate provides a standardized background check, identification credential, biometric capabilities and entry procedures that will enhance security while significantly expediting access. RAPIDGate credential will be issued and base access granted once the enrollee passes vetting and National background checks conducted by RAPIDGate systems maintained by the installation. The RAPIDGate credential will be the only means for long term installation access. After 1 June 2011, NSASP will only issue one day Temporary Paper Passes and all previously issued passes will expire. Participants in the RAPIDGate program will have streamlined access to the installation which will reduce time and costs to companies desiring to conduct business on NSASP installations. The following RAPIDGate Program Enrollment Information is provided:

##### 4.5.1 Enrollment in RAPIDGate

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 21 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Enroll your company by calling 1-877-RAPIDGate (1-877-727-4342). A customer service representative will give you all the necessary information regarding the program and send you the necessary enrollment forms. You will need to provide your installation name (NSA South Potomac) and sponsor point of contact or (COR), including a name, phone number and e-mail address. NSASP must authorize your request to participate in the RAPIDGate Program. The minimum elapsed time from company enrollment to an employee receiving RAPIDGate credential is approximately two weeks.

#### 4.5.2 Current RAPIDGate Enrollment

If your company is already enrolled in the RAPIDGate Program at another installation, you may request access to this installation by calling the aforementioned number. Once your company is approved by NSASP your employees who already hold RAPIDGate credentials will be able to use the same credentials at our installation.

#### 4.5.3 Approved RAPIDGate Enrollment

Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees to register at the self service registration located at the NSWC IHD Pass and ID Office at Indian Head. Each employee should be ready to provide your company's RAPIDGate company code, his or her address, phone number, date of birth, and social security number. The registration station will capture the employee's photograph for badging and fingerprints for identity verification.

#### 4.5.4 Assisted RAPIDGate registrations

Assisted registration at your company's location may be available if you have 50 or more employees to register. Contact RAPIDGate for details at 1-877-RAPIDGate.

#### 4.5.5 RAPIDGate Background Screening and Credentialing

RAPIDGate program performs background screening and credentialing. Upon the company approving an employee participation and paid the registration fee, the RAPIDGate Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized RAPIDGate credentials at the NSWC IHD Pass and ID Office. To retrieve the credential, the employee must show proof of identity by presenting one form of identification from List A or two forms of identification from List B.

#### 4.5.6 Forms of Acceptable Identification for picking up credentials:

##### List A – One Required

- U.S. Passport (current not expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 22 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

**List B – Two Required**

- Drivers license or ID card issued by a state
- ID Card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal document
- Driver's license issued by a Canadian Government Authority
- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

**4.5.6.7 RAPIDGate entry**

After activating the RAPIDGate credentials, employees present them to the officer at the entry control point to request entry to NSWC IHD. Participants must wear and display their credential at all times while on the installation. Questions about the RAPIDGate program shall be addressed to [info@rapidgate.com](mailto:info@rapidgate.com) with the subject line RE: RAPIDGate Program.

**4.6 Activity Identification Badges and Vehicle Decals**

Contractors that require routine access to the installation shall obtain an identification badge and DoD decal for their vehicle in accordance with Naval Support Activity South Potomac installation access control procedures.



CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 23 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Contractor employees shall submit an application for badge requests to the COR by providing their personal information such as Company Name and Address, Name (last name, first name and middle initial), SSN, Date of Birth, Citizenship, Drivers License or State issued ID (State issued, photo ID number and expiration date). Any lost or stolen badges shall immediately be reported to the COR along with the Security Office.

To obtain DoD decals, the employee must present a valid driver's license, current vehicle registration required by the state in which the vehicle is registered and current proof of insurance for the registered vehicle.

#### 4.7 Badge and Vehicle Decal Returns

Notify the Physical Security Office and the COR of all terminations of employees to ensure access levels are removed and all badges issued to the person by the Activity are returned.

#### 4.8 Installation Traffic and Parking Regulations

All contractors at NSASP are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), and NSASP regulations, policies and appropriate supported command instructions. All provisions of Virginia and Maryland vehicle codes apply unless one of the aforementioned regulations or policies is more restrictive.

Contractors must comply with NSASP Instruction 5560.1 dated 26 February 2009 for traffic control, parking control and traffic court at the Naval Support Activity, South Potomac installations for Naval Support Facility Indian Head and Stump Neck Annex. This aforementioned instruction is located on the internet website, <http://dahlgrensharks.com/NSASPINST%205560.1%20Installation%20Traffic%20&%20Parking%20Regulations.pdf>. Any violations of the instruction, Navy or DoD regulation or policy, or state or federal laws may result in a wide range of penalties. These may include but are not limited to: criminal charges, civil charges, vehicle towing, vehicle impoundment at owner's expense, and/or other administrative or legal action up to and including removal of vehicle or individuals from the confines of NSASP installations.

Privately owned vehicles that operate on the Activity must comply with state inspection requirements of the state in which the vehicle is registered.

Regardless of status, all vehicles and personnel entering and exiting the Activity shall be subject to searches to ensure the overall readiness of the Activity.

All drivers entering shall possess a valid driver's license, issued by competent authority, on their person when operating a motor vehicle. In addition, all vehicles shall have a current registration, license plates, and proof of insurance.

All personnel onboard the Activity are subject to federal law, DoD, DoN, Navy Installation Command (CNIC), Navy District Washington (NDW), NSASP regulations and State laws, policies and appropriate supported commands instructions in support of the mission.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 24 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

#### 4.9 Smoking Policy

Smoking is prohibited within and outside of all buildings on the installation activity except in designated areas. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. Matches or lighters and other spark/flare producing devices are prohibited in the Activity restricted area. Only installed electric lighters shall be allowed in designated smoking areas. A vehicle is not a designated smoking area.

#### 4.10 Hand Held Cellular Devices and Earpieces

- a. All vehicle operators onboard the Activity shall not use cell phones unless the vehicle is safely parked or unless they are using a hands free device. Use of cellular phones, CB radios, walkie-talkies, and other portable radio transmitters is prohibited in the restricted areas beyond NSASP Indian Head Post II and Stump Neck Annex unless approved by the hazards of electromagnetic radiation to ordnance (HERO) program manager.
  
- b. **Restrictions on Electronic Devices** – In accordance with NAVSEA Instruction 5510.2C dated 7 August 2012 entitled “NAVSEA Access and Movement Control” designates that any device or equipment capable of recording, transmitting, or exporting photographic images or audible information of any kind is strictly prohibited within all NSWC IHD buildings and detachments.

#### 4.11 Photographic Equipment

Photographic equipment of any kind is prohibited within the restricted area unless a camera permit is approved by their command and issued by the Activity Pass and ID.

#### 4.12 Early Dismissal and Closure of NSWC Indian Head Facilities

When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility shall follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they shall go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors shall monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

External local media (television and radio) will be used to communicate the working status for employees of NSWC IHD for inclement weather. Ensure to look/listen for the notifications specific to NSWC IHD.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 25 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

**Television Stations:**

WRC-TV – Channel 4

Fox – Channel 5

ABC News – Channels 7 and 8

WUSA – Channel 9

WJZ-TV – Channel 13 (CBS – Baltimore)

**Radio Stations:**

WTOP – 103.5 FM (<http://www.wtop.com/?nid=667>)

WSMD – 98.3 FM

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat or a facility related problem), on site contractors will continue working established work hours off site as permitted by parent company policy or take leave in accordance with parent company policy. Those contractors who take leave shall not direct charge the nonworking hours to the contract or task order.

Non-essential contractor personnel are not permitted to remain or work at a Government facility when the facility is closed to Federal employees and/or early dismissal of Federal employees.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closing in accordance with FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the contract or task order period of performance, and shall not follow any verbal directions to the contrary. The Contracting Officer will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

**252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)**

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission

of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 26 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through

WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

**Cost Voucher**

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

**Destination**

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

**Routing Data Table\***

---

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00174
Admin DoDAAC	S2101A
Inspect By DoDAAC	N/A
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	S2101A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	Destination
LPO DoDAAC	N/A

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 27 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

DCAA Auditor DoDAAC

HAA819

Other DoDAAC(s)

N/A

---

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(2) For technical WAWF help, contact the WAWF helpdesk at

(End of clause)

**PGI 204.7108 SPECIAL PAYMENT INSTRUCTIONS:**

In accordance with DFARS PGI 204.7108(d)(12); CLINs under this task order have multiple funds from multiple customers, each customer is assigned a specific task and the funds need to be disbursed as the task is accomplished. The PGI clauses will not provide proper payment so therefore use 012 and pay from ACRN cited on the invoice. Government will advise contractor on which ACRNS to cite on each invoice.

**IHD 86 SECURITY BADGES AND ON-SITE CONTRACTOR PERSONNEL (NAVSEA/IHD) APR 2011**

Security badges will be issued by the Government only to those contractor personnel who require access to Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD), Naval Support Activity South Potomac (NSASP) in connection with work to be performed under this contract. Approval for such issuance may only be granted by the COTR, Ordering or Contracting Officer. The Contractor shall maintain a register of employees currently authorized access to NSWC IHEODTD, NSASP. This does not include badges temporarily authorized for contractor visitors to NSWC IHEODTD, NSASP. Furthermore, the contractor shall maintain a current register of contractor personnel with full or part-time work or office space

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 28 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

located on board the Naval Support Activity South Potomac . This register will be made available upon request of the Contracting Officer. The contractor shall follow station security procedures in this regard.

#### **HOURS OF OPERATION**

The Contractor shall perform the tasks included in this PWS on a regular 8-hour/5-day workweek schedule between the hours of 0630 – 1630. Alternative work schedules such as on-call duty and rotating shifts maybe required. Such work schedules will be at the discretion of the Government. Work during other than normal hours may be necessary to meet project requirements. This represents an adjustment in schedule and is not considered overtime. Work outside regular duty hours requires prior approval from the Contracting Officer's Representative (COR) and notification of the Security Office.

#### **GOVERNMENT FURNISHED PROPERTY**

The Contractor shall utilize Government spaces, facilities and equipment in performance of assigned tasks. The Government will provide access to all required areas and equipment at the Government facility to the on-site Contractor personnel in support of this contract.

#### **Federal Government Holidays**

It is not anticipated the Contractor will be required to perform contract services on the following days:

New Year's Day Labor Day  
Martin Luther King Jr. Day Columbus Day  
President's Day Veteran's Day  
Memorial Day Thanksgiving Day  
Independence Day Christmas Day

#### **TASK ORDER POINTS OF CONTACT**

The following contacts are provided for this contract:

#### **Contract Administrator:**

Phone Number:

Email:

#### **Payments/Invoicing:**

Phone Number: (301) 744-6998

E-mail: [NAVSEA.NSWC.IHEODTDVendorPay@navy.mil](mailto:NAVSEA.NSWC.IHEODTDVendorPay@navy.mil)

#### **Contracting Officer's Representative:**

Phone Number:

Email:

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 29 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 30 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------



CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 31 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Accounting Data

SLINID	PR Number	Amount
-----		
400001	130034099700001	
LLA :		
AA 97X4930 NH1P 252 77777 0 050120 2F 000000 A00001660333		
Standard Number: N4279413PR00307		
Incremental funding for Base Year Labor		
PR# 1300340997		
Standard Doc # N4279413PR00307		

BASE Funding  
Cumulative Funding

MOD 01

400002	130038973600001	
LLA :		
AC 97X4930 NH1P 260 77777 0 050120 2F 000000 A00002020987		
Incremental funding for Base Year Labor		
PR# 1300389736		
*De-obligating from Labor on Mod 06		

MOD 01 Funding  
Cumulative Funding

MOD 02 Funding  
Cumulative Funding

MOD 03

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 32 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

700001 130038973600002

LLA :

AC 97X4930 NH1P 260 77777 0 050120 2F 000000 A00002020987

Incremental funding provided for Option Year I - Labor

PR# 1300389736

\*De-obligating from Labor on Mod 06

900001 130038973600002

LLA :

AC 97X4930 NH1P 260 77777 0 050120 2F 000000 A00002020987

Incremental Funding for Option Year I ODC's

PR# 1300389736

MOD 03 Funding  
Cumulative Funding

MOD 04 Funding  
Cumulative Funding

MOD 05

700101 130048749200001

LLA :

AD 97X4930 NH1F 251 77777 0 050120 2F 000000 A00002793581

Incremental funding for Option Year II, Labor

PR# 1300487492

MOD 05 Funding  
Cumulative Funding

MOD 06

400002 130038973600001

LLA :

AB 97X4930 NH1P 260 77777 0 050120 2F 000000 A00002020987

Incremental funding for Base Year Labor

PR# 1300389736

\*De-obligating from Labor on Mod 06

700001 130038973600002

LLA :

AC 97X4930 NH1P 260 77777 0 050120 2F 000000 A00002020987

Incremental funding provided for Option Year I - Labor

PR# 1300389736

\*De-obligating from Labor on Mod 06

900001 130038973600002

LLA :

AC 97X4930 NH1P 260 77777 0 050120 2F 000000 A00002020987

Incremental Funding for Option Year I ODC's

PR# 1300389736

\*De-obligating from ODC in Mod 06

MOD 06 Funding  
Cumulative Funding

MOD 07

700102 130048749200002

LLA :

AD 97X4930 NH1F 251 77777 0 050120 2F 000000 A00002793581

Incremental Funds for Option Year II Labor. Funds are replaced from Base Year

Option Year I.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 33 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

MOD 07 Funding  
Cumulative Funding

MOD 08 Funding  
Cumulative Funding

MOD 09

700103 130051216700001  
LLA :  
AE 97X4930 NH1F 251 77777 0 050120 2F 000000 A00002965901  
Incremental funding for Option Year II Labor  
PR# 1300512167 (Line Item 00001)  
ACRN AE

700104 130051216700003  
LLA :  
AF 97X4930 NH1F 251 77777 0 050120 2F 000000 A20002965901  
Incremental funding for Option Year II Labor  
PR# 1300512167 (Line Item 00003)  
ACRN AF

700105 130051216700004  
LLA :  
AG 97X4930 NH1F 251 77777 0 050120 2F 000000 A30002965901  
Incremental funding for Option Year II Labor  
PR# 1300512167 (Line Item 00004)  
ACRN AG

MOD 09 Funding  
Cumulative Funding

MOD 10

700106 130051216700005  
LLA :  
AH 97X4930 NH1F 251 77777 0 050120 2F 000000 A40002965901  
Incremental Funding for Option Year II Labor  
PR# 1300512167 line item 00005

MOD 10 Funding  
Cumulative Funding

MOD 11

700107 130052920800001  
LLA :  
AJ 1751804 52FM 254 00052 0 068732 2D C0021N 002425ST405Q  
Incremental funding for Option Year II Labor  
PR# 1300529208  
Fund Document: N0024215RC0021N

700108 130052954400001  
LLA :  
AK 1751804 52FA 254 00052 0 068732 2D C0011N 002425FP407Q  
Incremental funding for Option Year II  
Labor  
PR 1300529544  
Fund Document # N002415RC0011N

700109 130053025900001  
LLA :  
AL 1751804 52FA 253 00052 0 068732 2D C002TL 614495ITQF1Q  
Incremental funding to Option Year II Labor  
PR# 1300530259  
Fund Document: N6144915RC002TL

700110 130053033400001

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 34 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

LLA :  
AM 1751804 52FA 253 00052 0 068732 2D C003TL 614495ITQF1Q  
Incremental funding for Option Year II Labor  
PR# 1300530334  
Fund Document: N6144915RC003TL

MOD 11 Funding  
Cumulative Funding

MOD 12

700111 130053893300001

LLA :  
AN 02120162016202000 A60FG 423015RL03 253F 0010784205 S.0000477.6.4 0040477091 021001  
Standard Number: 10784205  
Incremental funding for Option Year II Labor  
PR# 1300538933  
Fund Document # 10784205

MOD 12 Funding  
Cumulative Funding

MOD 13

700112 130054454300001

LLA :  
BB 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003233439  
Incremental funding for Option Year II, Labor  
PR# 1300544543 line item 00001  
Mod 13 correction to LOA.

MOD 13 Funding  
Cumulative Funding

MOD 14

700113 130055472800001

LLA :  
AQ 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003315082  
Incremental funding for Option Year II Labor  
PR# 1300554728  
PoP Extension 28 Mar 2016 - 28 Sep 2016

700114 130055567700001

LLA :  
AR 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003322394  
Incremental funding for Option Year II Labor  
PR# 1300555677  
PoP Extension 28 Mar 2016 - 28 Sep 2016

700115 130055567800001

LLA :  
AS 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003322395  
Incremental funding for Option Year II Labor  
PR# 1300555678  
PoP Extension 28 Mar 2016 - 28 Sep 2016

700116 130055567900001

LLA :  
AT 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003322397  
Incremental funding for Option Year II Labor  
PR# 1300555679  
PoP Extension 28 Mar 2016 - 28 Sep 2016

MOD 14 Funding  
Cumulative Funding

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 35 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

MOD 15

700117 130055918800001  
 LLA :  
 AU 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003348018  
 Incremental funding to Option Year II, Labor  
 PR# 1300559188  
 PoP Extension 28 Mar 2016 - 28 Sep 2016

MOD 15 Funding  
 Cumulative Funding

MOD 16

700118 130057125500001  
 LLA :  
 AP 17 6 1106 BSS1 251 67895 067443 2D M95494 49416RCB5001  
 Standard Number: M9549416RCB5001  
 Incremental funding for Option Year II Labor  
 PR# 1300571255  
 MIPR # M9549416RCB5001  
 (Same LOA and ACRN under mod 13, SLIN 7001-12)

MOD 16 Funding  
 Cumulative Funding

MOD 17

700119 130058098500001  
 LLA :  
 AV 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003508439  
 Incremental funding for Option Year II Labor  
 PR# 1300580985  
 Customer:

700120 130057125500002  
 LLA :  
 AP 17 6 1106 BSS1 251 67895 067443 2D M95494 49416RCB5001  
 Standard Number: M9549416RCB5001  
 Incremental funding for Option Year II Labor  
 PR# 1300571255  
 MIPR # M9549416RCB5001 Amendment 2  
 Customer:

MOD 17 Funding  
 Cumulative Funding

MOD 18

700121 130060289900001  
 LLA :  
 AW 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003662756  
 Incremental funding for Option Year II, Labor  
 PR# 1300602899  
 Customer:

700122 130060289800001  
 LLA :  
 AX 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003662754  
 Incremental funding for Option Year II, Labor  
 PR# 1300602898  
 Customer:

700123 130060289700001  
 LLA :  
 AY 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003662753

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 36 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Incremental funding for Option Year II, Labor  
PR# 1300602897  
Customer: (

700124 130060289600001  
LLA :  
AZ 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003662752  
Incremental funding for Option Year II, Labor  
PR# 1300602896  
Customer: (

MOD 18 Funding  
Cumulative Funding

MOD 19

700125 130060386400001  
LLA :  
AZ 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003672186  
Incremental funding for Option Year II Labor  
PR# 1300603864  
Customer:

MOD 19 Funding  
Cumulative Funding

MOD 20

700126 130060537700001  
LLA :  
BA 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003689571  
Incremental funding for Option Year II Labor  
PR# 1300605377  
Customer: .

MOD 20 Funding  
Cumulative Funding

MOD 21 Funding  
Cumulative Funding

MOD 22

700126 130060537700001  
LLA :  
BA 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003689571  
Incremental funding for Option Year II Labor  
PR# 1300605377  
Customer:

MOD 22 Funding  
Cumulative Funding

MOD 23

700123 130060289700001  
LLA :  
AY 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003662753  
Incremental funding for Option Year II, Labor  
PR# 1300602897  
Customer: ' .

700124 130060289600001  
LLA :  
AZ 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003662752  
Incremental funding for Option Year II, Labor

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 37 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

PR# 1300602896

Customer: (

700125 130060386400001

LLA :

AZ 97X4930 NH1F 251 77777 0 050120 2F 000000 A00003672186

Incremental funding for Option Year II Labor

PR# 1300603864

Customer:

MOD 23 Funding

Cumulative Funding

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 38 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

<u>ITEM(S)</u>	<u>ALLOTED TO COST</u>	<u>ALLOTED TO FEE</u>	<u>ESTIMATED PERIOD OF PERFORMANCE</u>
4000			29 MAR 2013 - 28 MAR 2014
6000			29 MAR 2013 - 28 MAR 2014
7000			29 MAR 2014 - 28 MAR 2015
9000			29 MAR 2014 - 28 MAR 2015
7001			29 MAR 2015 - 28 DEC 2016
9001			29 MAR 2015 - 28 DEC 2016

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs 4000 & 6000, 7000 and 9000 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

### 5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.



CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 39 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 40 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION I CONTRACT CLAUSES

**IN ADDITION TO THE CLAUSES IN THE BASIC CONTRACT, THE FOLLOWING CLAUSES ARE INCORPORATED INTO THE SUBJECT TASK ORDER:**

### **52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the secretary of labor, the option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the contractor within 60 days.

### **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 within 365 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days 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 (5) years.

### **52.204-2 SECURITY REQUIREMENTS (AUG 1996)**

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

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

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

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

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 41 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed or the overtime premium is paid for work --

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

\* Insert either "zero" or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 42 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(End of clause)

CONTRACT NO. N00178-04-D-4116	DELIVERY ORDER NO. N00178-04-D-4116-FG04	AMENDMENT/MODIFICATION NO. 23	PAGE 43 of 43	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## **SECTION J LIST OF ATTACHMENTS**

**Attachment 1: Quality Assurance Surveillance Plan (QASP)**

**Attachment 2: DD 254**

**Attachment 3: CDRL A001**

**Attachment 4: Wage Determination**