

DELIVERY ORDER

FINAL

1. CONTRACT NO. N00178-05-D-4309	2. DELIVERY ORDER NO. FG01	3. EFFECTIVE DATE 09/13/2007	4. PURCHASE REQUEST NO. N00174-07-NR-55466
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5. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 elizabeth.m.hoover@navy.mil 301-744-6602	CODE N00174	6. ADMINISTERED BY DCMA PHILADELPHIA 700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427 PHILADELPHIA PA 19111-0427	CODE S3915A
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7. CONTRACTOR EHS Technologies Corporation 1000 Lenola Rd, Building One Suite 105 Maple Shade NJ 08052-1630	CODE 1GUU1	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME (hours local time – Block 5 issuing office) SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266	CODE HQ0337
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

EHS Technologies Corporation	William Eckerle
NAME OF CONTRACTOR	SIGNATURE
	TYPED NAME AND TITLE
	DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA By: Renee M. Brown	09/13/2007 CONTRACTING/ORDERING OFFICER	22. TOTAL \$516,051.32
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	Computer Engineering and Technical Support services to perform ongoing support, maintenance and upgrading of the Laboratory Information Management System (LIMS) in accordance with the Statement of Work. (TBD)	1.0 Lot	\$488,781.66	\$19,029.66	\$507,811.32
100001	Incremental funding applied at time of award.				
1100	OPTION YEAR 1 - Computer Engineering and Technical Support services to perform ongoing support, maintenance and upgrading of the Laboratory Information Management System (LIMS) in accordance with the Statement of Work. (TBD) Option	1.0 Lot	\$505,400.24	\$19,676.67	\$525,076.91
1200	OPTION YEAR II - Computer Engineering and Technical Support services to perform ongoing support, maintenance and upgrading of the Laboratory Information Management System (LIMS) in accordance with the Statement of Work. (TBD)	1.0 Lot	\$524,352.74	\$20,414.54	\$544,767.28

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Option

1300 OPTION YEAR III - 1.0 Lot \$544,015.97 \$21,180.09 \$565,196.06

Computer Engineering and Technical Support services to perform ongoing support, maintenance and upgrading of the Laboratory Information Management System (LIMS) in accordance with the Statement of Work. (TBD)
Option

1400 OPTION YEAR IV - 1.0 Lot \$568,523.64 \$21,963.75 \$590,487.39

Computer Engineering and Technical Support services to perform ongoing support, maintenance and upgrading of the Laboratory Information Management System (LIMS) in accordance with the Statement of Work. (TBD)
Option

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
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3000	Travel, materials and supplies (Combined Total NTE \$8,240) (TBD)	1.0 Lot	\$8,240.00
300001	Incremental Funding provided at time of award.		
3100	OPTION YEAR 1 - Travel, materials and supplies (Combined Total NTE \$5,369.60) (TBD) Option	1.0 Lot	\$5,369.60
3200	OPTION YEAR II -	1.0 Lot	\$5,504.38

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Travel, materials
and supplies
(Combined Total
NTE \$5,644.56)
(TBD)
Option

3300 OPTION YEAR III - 1.0 Lot \$5,644.56

Travel, materials
and supplies
(Combined Total
NTE \$5,644.56)
(TBD)
Option

3400 OPTION YEAR IV - 1.0 Lot \$5,790.34

Travel, materials
and supplies
(Combined Total
NTE \$5,790.34)
(TBD)
Option

TASK ORDER MANAGER (TOM)

(a) The Task Order Manager for this task order is:

Name: Jennifer Fortner
Mailing Address: 101 STRAUSS AVE
Bldg D-71, Rm 205
Indian Head, MD 20640
Code: R21JF
Telephone No. (301) 744-4898

(b) The Alternate TOM for this contract is:

Name: Mailing Address: Code: Telephone No.:

(c) The TOM 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 TOM is not an Administrative Contracting Officer 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 TOM 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.

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

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 GENERAL

1.1 Introduction

Naval Surface Warfare Center, Indian Head Division (NSWC/IHD) utilizes a commercial Laboratory Information Management System (SQL *LIMS™ supplied by Applied BioSystems), as well as other data collection and processing systems. NSWC/IHD has determined that the LIMS and explosive inventory function require ongoing support, maintenance and upgrading.

1.2 Background (For Informational Purposes Only)

NSWC/IHD conducts chemical and physical tests within the Test & Evaluation and Research & Technology departments. These facilities provide all of NAVSEA with the chemical and physical analysis of propellant, explosive and pyrotechnic materials. They perform gun propellant stability testing, forensic amylases and malfunction investigations, synthesis, characterization, and qualification of new energetics and materials. These departments also perform environmental analyses of gas, soil, and explosives. The high volume of activity generates a large volume of data. LIMS is the system by which the data is managed.

1.3 Scope

The contractor shall provide computer engineering and technical support services in support of the maintenance and upgrading of the LIMS. Such support shall include managing and evaluating data electronically, enhancing laboratory efficiency, enhancing the explosive inventory tracking function, and creating a framework for ISO 9000 certification. This will be a Cost Plus Fixed Fee (CPFF) task order with a base and four option years. The contractor shall advise and assist the Government, but shall not make final decisions on behalf of the Government nor perform any inherently Governmental functions. The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these task order services.

2.0 APPLICABLE DOCUMENTS

Unless otherwise specified, the following documents listed form a part of the Statement of Work and are to be used for *general guidelines only*.

DI-MGMT-80227 Contractor's Progress, Status and Management Report

DI-MISC-80508A Technical Reports – Study/Services

DI-MISC-80711 Scientific and Technical Report

DI-ADMN-81250 Conference Minutes

3.0 REQUIREMENTS

The contractor shall provide computer engineering and technical support services, including personnel, material, and services, to perform, accomplish, and complete the tasks described herein. The following task statements are examples of the types of services that will be required under this task order.

3.1 SQL *LIMS™ Support

3.1.1 The contractor shall develop, implement and maintain applications for SQL*LIMS™. The technical support shall include system function requirements such as sample life cycles, sample status, sample logins, result entries, test and sample approvals, modification of test dispositions, and report development. The contractor shall possess experience with laboratory operations and regulatory requirements, as well as experience in implementing explosives inventory control systems, in order to better understand the necessary application requirements. The contractor shall possess expert knowledge of Windows and SQL*LIMS™ programming. The contractor shall possess expert SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting background.

3.1.2 The contractor shall develop, implement and maintain reports for SQL*LIMS™. The contractor shall possess experience with laboratory operations and regulatory requirements, as well as experience in implementing explosives inventory control systems, in order to better understand the necessary report requirements. The contractor shall possess expert knowledge of Windows and SQL*LIMS programming. The contractor shall possess expert SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting background.

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3.1.3 The contractor shall create custom applications using NSWC/IHD provided tools, such as SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting. These custom applications shall enhance NSWC/IHD's ability to manage and evaluate data electronically, as well as, improve laboratory efficiency.

3.1.4 The contractor shall support the coordination and implementation of the developed applications and reports with the existing LIMS™ system. The implementation of developed applications shall enhance NSWC/IHD's ability to manage and evaluate data electronically, as well as, improve laboratory efficiency.

3.1.5 The contractor shall develop, maintain and update documents related to the implementation of applications and reports. These documents shall enhance NSWC/IHD's ability to manage and evaluate data electronically, as well as, improve laboratory efficiency.

3.1.6 The contractor shall enhance the explosive inventory tracking function by utilizing their expert knowledge of Windows and SQL*[®]LIMS™ programming. The contractor shall possess expert SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting background.

3.2 Electronic Business Analysis Support

3.2.1 The contractor shall provide business analysis support to NSWC/IHD in assessing the current state and desired future state of electronic applications and reports in relation to the LIMS™. This shall include technical and budgetary information in relation to the maintenance of the existing system, upgrade of the existing system, and integration of new hardware and software to the existing system.

3.2.2 The contractor shall collect and translate business requirements into a set of system requirements to create functional documents and code.

3.2.3 The contractor shall procure system components and hardware as required in support of this tasking. This support shall be ancillary to the total labor.

3.3 Quality Control Support

3.3.1 The contractor shall provide quality control support of applications and reports. This shall include the testing of any existing system components for regular maintenance purposes, testing of new system components for functionality, and the testing of integrated system components for functionality.

3.4 Electronic System Troubleshooting Support

The contractor shall provide on-site and remote location system troubleshooting support. The contractor shall be required to troubleshoot issues and implement solutions, accordingly. The contractor shall be required to have a response time to troubleshooting questions of no more than 5 hours, for both telephone and on-site response support.

3.5 Framework Development for ISO 9000 Certification

The contractor shall provide computer and technical support in the planning and framework development for NSWC/IHD's mission to become ISO 9000 certified. The [ISO 9000](#) family of international standards are designed to be used for establishing and maintaining a company's quality management system. In order to carry out this task, the contractor must be familiar with the ISO 9000 family of standards and assist NSWC/IHD to ensure that the LIMS application supports and enhances this mission to its fullest ability. Such a task could consist of further development of the NSWC/IHD's quality management system based on the relevant standards, clearly defining and documenting those standards for the laboratory, identifying gaps between the NSWC/IHD's current quality management system and what is required for certification; plus, providing assistance with the registration process as it applies to LIMS.

3.6 LIMS Development for Various Laboratory Certifications

In addition to ISO 9000 certification for a general system of quality control management, the Test and Evaluation Department Laboratory will require development of the LIMS to qualify the laboratory for other certification programs such as the American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), or the American Society of Crime Laboratory Directors/Lab Accreditation Board.

3.7 Develop a LIMS Customer Interface

The contractor will enhance the utility of the LIMS for customers by developing a web based interface that will allow customers to notify the laboratory of pending sample shipments thus allowing the lab management to schedule samples for analysis depending on the workloads of the analysts and technicians. Customers will also be able to track the progress of their sample analyses by viewing results, lab notebook pages, notes, background material, etc., on the NSWC/IHD intranet. Lab analysts and technicians will be able to resolve any problems with sample quantities, results from delivery requirements, sampling information, test protocols, etc., before a sample arrives at the lab.

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3.8 Develop an Electronic Archival System for Customer Program Documents

The contractor will standardize the recordkeeping process at the NSWC/IHD by assisting in the development of a system to electronically store customer program documents such as military specifications, drawings, blueprints, correspondence, notebooks, shop travelers, mix sheets, etc., into an archive that is easily searched and cataloged.

3.9 Develop Modern Methods for Sample Receipt, Movement, and Inventory Control

The contractor will integrate modern methods of material handling such as bar code readers and labelers, Radio Frequency Identification Device (RFID) readers, automated rack storage, etc., to improve sample handling processes and reduce errors and lost time associated with manual data entry and repetitive sample container manipulation.

4.0 DELIVERABLES

All deliverable documentation as specified herein shall be inspected and approved by the Technical Point of Contact (TPOC) and the Task Order Manager (TOM):

Technical Point of Contact (TPOC) and Task Order Manager (TOM):

Jennifer Fortner

101 Strauss Avenue

Bldg D-71, Rm 205

Indian Head, MD 20640

Code: R21JF

4.1 The contractor shall submit monthly status reports, which are due on the 15th of each month and these reports shall include the following elements:

*Contractor's name and address

*Task order number and SubCLIN number

*Date of report

*Period covered by report

*Man-hours expended by discipline for the reporting period, and cumulatively during the technical instruction

*Cost curves portraying actual/projected conditions through the technical instruction

*Cost incurred for the reporting period and total task order expenditures as of report date

*Description of progress made during period reported, including problem areas encountered, recommendations, if any for subsequent solution beyond the scope of this technical instruction

*Trips and significant results

*Plans for activities during the following period

4.2 *Scientific and Technical Report*, on an as required basis.

4.3 *Technical Report-Studies/Services*, on an as required basis.

4.4 *Conference Minutes*, on an as required basis.

4.5 Disclaimer Statement

All reports resulting from this task order shall contain the following disclaimer statement on the cover of such reports:

"The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DOD) position, policy, or decision, unless so designated by other official documentation."

5.0 GOVERNMENT FURNISHED EQUIPMENT AND INFORMATION

The Government will provide the appropriate Government furnished equipment and information as required.

6.0 GOVERNMENT FURNISHED FACILITIES

The contractor will provide off-site facilities for task order performance. However, the government may provide on-site facilities to the contractor as required.

7.0 SECURITY

All key and on-site personnel associated with this task order must have a DOD Secret Clearance. The contractor shall not have access to information and compartments with a "secret" classification. All deliverables associated with this SOW are "unclassified" unless otherwise specified.

8.0 TRAVEL REQUIREMENTS

The contractor may be required to travel in performance of this task order. Specific travel requirements will be negotiated as required. Costs associated with travel and lodging shall be reimbursed in accordance with the Federal Joint Travel Regulations (JTR).

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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, education, and other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. A SECRET security clearance is required at the time of task order award. If the contractor does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the contractor's proposal identifying the difference.

(b) If the Contracting Officer or the Task Order Manager (TOM) questions the qualifications or competence of any person performing under the task order, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(c) All employees of the Contractor employed in the performance of work under this task order shall be employees of the Contractor at all times and not employees of the Government and under the control and supervision of the Contractor at all times. The Contractor is responsible for furnishing sufficient personnel, with the proper experience, who meet any standards established herein, and who can be relied upon to perform in strict accordance with all provisions of the contract.

(d) The labor category, title and primary function that personnel in this field are to perform and the minimum education and experience requirements for each labor category are as follows:

(1) Program Manager (Key Personnel)

Candidate must have a Bachelor's degree in management, business, or accounting discipline from an accredited college or university with ten (10) years professional experience. Candidate must be currently performing tasks as described within this solicitation. Candidate must have experience in managing Information Technology (IT) programs. Candidate must possess knowledge of the ISO 9000 family of standards, with an ability to lead a team in successful certification. Candidate must also be familiar with quality programs such as American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), and American Society of Crime Laboratory Directors/Lab Accreditation Board. Candidate must have ability to analyze and prepare documentation and possess the ability to identify and resolve complex problems. Candidate must have a demonstrated capability to organize, direct, and coordinate planning and production of all contract activities. Candidate interfaces with client management including the Contracting Officer and the Task Order Manager (TOM). Candidate recruits personnel necessary to perform assigned tasks. Candidate assigns, schedules, and provides quality assurance of project team deliverable. Candidate ensures conformance to task specifications and contract provisions.

(2) Senior Programmer (Key Personnel)

Candidate must have a Bachelors degree in computer science or equivalent experience, and must have five (5) years experience of programmer application. Candidate must be currently performing tasks as described within this solicitation. Candidate will design, code, test, develop, and document application programs for moderately complex computer systems. Candidate works with users to define system scope and objectives. Candidate performs modifications to and maintenance of operational programs and procedures. Candidate creates computer and procedural forms and documentation. Candidate may function in a task leader or manager. This skill is qualified to operate in advanced technical environments that include SQL, Windows programming, Java, Visual Basic, Oracle Reports, and Crystal Reporting applications. Candidate must have experience with laboratory operations and regulatory requirements, as well as, implementing explosives inventory control systems. Candidate must possess knowledge of the ISO 9000 family of standards. Candidate must also be familiar with quality programs such as American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), and American Society of Crime Laboratory Directors/Lab Accreditation Board.

(3) Programmer

Candidate must have a Bachelors degree in computer science or equivalent experience, and three (3) years experience of programmer application. Candidate must be currently performing tasks as described within this solicitation. Candidate designs, codes, tests, develop, and documents application programs for moderately complex computer systems. Candidate works with users to define system scope and objectives. Candidate performs modifications to and maintenance of operational programs and procedures. Candidate creates computer and procedural forms and documentation. This skill is qualified to operate in advanced technical environments that include SQL, Windows programming, Java, Visual Basic, Oracle Reports, and Crystal Reporting applications. Candidate must have experience with laboratory operations and regulatory requirements, as well as, implementing explosives inventory control systems. Candidate must possess knowledge of the ISO 9000 family of standards. Candidate must also be familiar with quality programs such as American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), and American Society of Crime Laboratory Directors/Lab Accreditation Board.

(4) Senior Technician

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Candidate must have 2 years of college courses in a technical concentration and 5 years experience. Candidate must be currently performing tasks as described within this solicitation. Candidate performs non-routine assignments of substantial variety and complexity using precedents. Candidate receives technical advice from supervisor as needed. Candidate performs recurring work independently. Candidate may assist in training entry level technicians. Candidate provides technical support to programmers working in such areas as research, design, development, testing or process improvements. Candidate works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment, or systems. Candidate conducts software installation and system configuration to implement systems in a network environment. Candidate may determine actions to remedy malfunctions. Candidate performs other duties as assigned.

(5) Technician

Candidate must have high school education or equivalent. Candidate must be currently performing tasks as described within this solicitation. Candidate performs routine assignments in areas such as research, design, development testing, or manufacturing process improvement. Receives technical advice from supervisor or engineers as needed. Candidate provides routine technical support to assigned areas as research, design, testing or manufacturing process improvement. Candidate provides hardware support to systems. Candidate works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment or systems. Candidate conducts software installation and system configuration to implement systems in a network environment. Candidate performs other duties as assigned.

(6) Administrative Assistant

Candidate must have high school education or equivalent. Candidate must be currently performing tasks as described within this solicitation. Candidate must have knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. The candidate must have knowledge of business and management principles involved in strategic planning, resource allocation. Candidate must have data entry/processing skills.

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SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice to the TOM:

Jennifer Fortner
101 Strauss Avenue
Bldg D-71, Rm 205
Indian Head, MD 20640
Code: R21JF

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SECTION E INSPECTION AND ACCEPTANCE

See basic contract clauses.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

CLIN 1000 - Date of Award through 1 year
CLIN 1100 - 1 year after exercise of option I
CLIN 1200 - 1 year after exercise of option II
CLIN 1300 - 1 year after exercise of option III
CLIN 1400 - 1 year after exercise of option IV

CLIN 3000 - Date of Award through 1 year
CLIN 3100 - 1 year after exercise of option I
CLIN 3200 - 1 year after exercise of option II
CLIN 3300 - 1 year after exercise of option III
CLIN 3400 - 1 year after exercise of option IV

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SECTION G CONTRACT ADMINISTRATION DATA

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:

ESTIMATED:

ITEM(S)	ALLOTTED TO COST	ALLOTTED TO FEE
1000	\$32,989	\$1,011

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Beth Hoover

Phone Number: (301)744-6602

Email: elizabeth.m.hoover@navy.mil

Payments/Invoicing: WAWF

Task Order Manager: Jennifer Fortner

Phone Number: (301)744-4898

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Contracting Officer, Renee Brown, at (301)744-6653.

IHD 77 - INVOICE INSTRUCTIONS (NSWCiHD) (MAR 2007)

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides are also available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The following information regarding invoice routing is provided for completion of the invoice in WAWF:

WAWF Invoice Type	Cost Voucher
Issuing Office DODAAC	N00174
Admin DODAAC	S3915A
Inspector DODAAC (if applicable)	N00174
Acceptor DODAAC	N00174
LPO DODAAC (if applicable)	N/A
Pay DODAAC:	HQ0337
DCAA Auditor DODAAC (if applicable)	06341

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted

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to send additional email notifications. Click on "Send More Email Notifications" and add the email addresses noted below. These additional notifications to the government are necessary to make the acceptor aware that the invoice documents have been submitted into the WAWF system. Without these additional notifications, the government may be unable to process your submissions in a timely manner, which will delay payment.

Send Additional Email Notifications to the Following Addresses:
elizabeth.m.hoover@navy.mil
jennifer.fortner@navy.mil

(f) The contractor shall submit invoices for payment per contract terms and the government shall process invoices for payment per contract terms.

(g) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NSWC IHD WAWF point of contact, Dan Twombly, at 301-744-6648 or daniel.twombly@navy.mil.

IHD 86 - SECURITY BADGES AND ON-SITE CONTRACTOR PERSONNEL (NAVSEA/IHD) FEB 2000

Security badges will be issued by the Government only to those contractor personnel who require access to the Indian Head Division, Naval Sea Systems Command 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 the Indian Head Division, Naval Sea Systems Command. This does not include badges temporarily authorized for contractor visitors to Indian Head Division, Naval Sea Systems Command. Furthermore, the contractor shall maintain a current register of contractor personnel with full or part-time work or office space located on board the Naval Sea Systems Command. This register will be made available upon request of the Contracting Officer. The contractor shall follow station security procedures in this regard.

Accounting Data

SLINID	PR Number	Amount
100001	71370837	27000.00
LLA :		
AA 97X4930 NH1F 000 77777 0 000174 2F 000000 979701444001		
300001	71370837	7000.00
LLA :		
AA 97X4930 NH1F 000 77777 0 000174 2F 000000 979701444001		

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SECTION H SPECIAL CONTRACT REQUIREMENTS

IHD 76 - INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) APR 2005

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 Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or a duly appointed representative will be returned to the contractor at their expense with no cost or liability to the U.S. Government.

2. The following days are scheduled holidays for Indian Head Division, Naval Sea Systems Command.

New Year's Day
 Birthday of Martin Luther King, Jr.
 Washington's Birthday
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Veterans Day
 Thanksgiving Day
 Christmas Day

Generally, if the holiday falls on a Saturday, it will be observed the preceding Friday, and if the holiday falls on a Sunday, the observance will 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 Procurement Department and Receiving Branch are as follows:

<u>AREA</u>	<u>FROM</u>	<u>TO</u>
Procurement Dept. (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M.	11:00 A.M.
	12:30 P.M.	2:00 P.M.

If you intend to visit the Procurement Department, please call for an appointment at least 24 hours in advance.

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SECTION I CONTRACT CLAUSES

Reference 52.222-41 Service Contract Act (1965)

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

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.

(End of clause)

OPTION TO EXTEND THE TERM OF THE TASK ORDER

(a) The Government may extend the term of this task order by written notice to the Contractor within 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed five (5) years.

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SECTION J LIST OF ATTACHMENTS

Attachment A - DD254

Attachment B - Task Order Administration Plan