

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 17	3. EFFECTIVE DATE 29-Sep-2011	4. REQUISITION/PURCHASE REQ. NO. None	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 rosetta.butler@navy.mil 301-744-6746	CODE N00174	7. ADMINISTERED BY (If other than Item 6) DCMA SURFACE COMMUNICATION AND SUPPORT SYSTEMS PHILADELPHIA 700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427 PHILADELPHIA PA 19111-0427		CODE S3915A

NSWC, INDIAN HEAD DIVISION  
4072 North Jackson Road, Suite 132  
Indian Head MD 20640-5115  
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DCMA SURFACE COMMUNICATION AND SUPPORT  
SYSTEMS PHILADELPHIA  
700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427  
PHILADELPHIA PA 19111-0427

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) EHS Technologies Corporation 1221 North Church Street Suite 106 Moorestown NJ 08057-1101		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4309-FG03
		10B. DATED (SEE ITEM 13) 17-Sep-2010
CAGE CODE 1GUU1	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)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input type="checkbox"/>	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 checked="" 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 type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kay V Proctor, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Kay V Proctor (Signature of Contracting Officer)	16C. DATE SIGNED 29-Sep-2011
(Signature of person authorized to sign)			

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 10 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE-BASED STATEMENT OF WORK FOR ENGINEERING AND TECHNICAL SUPPORT SERVICES FOR ORDNANCE AND RELATED SYSTEMS

#### GENERAL

##### 1.1 Introduction

The Indian Head Division, Naval Surface Warfare Center (IHD/NSWC) has been tasked to provide engineering, technical, and program management support related to ordnance and related systems for the Navy and other Department of Defense (DoD) organizations. Primary customers are: Indian Head Division, Naval Surface Warfare Center; Headquarters-Ships, Washington Navy Yard; NAVFAC; NAVAIR 485 Lakehurst, AV-8B SE Engineering; Headquarters, Marine Corps and OP NAV N8F, Marine Corps; Picatinny Arsenal, and the Defense Energy Support Center.

##### 1.2 Scope

This Statement of Work (SOW) defines the engineering, technical, and program management services required to support ordnance and related systems. Support shall include systems engineering, environmental engineering and management, ordnance and weapons engineering, integrated logistics support, infrastructure support services, communications, information technology and program management services.

The contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government nor perform any inherent Governmental functions. The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, contractor personnel will 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 contract are property of the U.S. Government.

#### REQUIREMENTS

##### 2.1 ENGINEERING

The contractor shall provide engineering support services to include:

- 2.1.1 Systems Engineering
  - Identify system requirements to meet operational needs, including performing independent analysis and technical and feasibility studies; developing cost and performance data; and developing system specifications
  - Participate in system design and design reviews including conceptual, system, hardware/software, and critical design reviews
  - Recommend and perform/support modifications of existing hardware and software for integration or improvements
  - Recommend and perform system configuration, prototype fabrication, test and evaluation, installation and maintenance
  - Provide Radio Frequency Identification (RFID) technology solutions
  - Provide on-site technical support as necessary
  - Utilize Automated Technology Ordnance Surveillance (ATOS) technology to provide environmental quality monitoring services for Naval ordnance and Naval ordnance storage areas
  - Provide computer and software engineering services to support the Department of Defense, Navy, NAVSEA, and Indian Head Division information assurance programs. Engineering services will include review and analysis of application requirements, engineering planning and

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 11 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

design assistance, installation and testing support to include verification and validation, information assurance architecture design, and implementation of hardware and software Information Assurance (IA) requirements such as PKI in complete RDT&E laboratory systems and environments.

- 2.1.2 Environmental Engineering and Management  
Analyze environmental, health, and safety requirements  
Perform compliance assessments and audits, including root-cause analyses of all documented environmental compliance deficiencies  
Develop plans of action and milestones (POA&Ms) with corrective actions and process improvements to address the root causes of deficiencies  
Document corrective actions and process improvements  
Develop and implement environmental quality assessment programs and environmental management systems (EMS) based upon ISO 14001, Navy Policy and Executive Order 13148  
Perform environmental planning and engineering services pursuant to the National Environmental Policy Act (NEPA), including Categorical Exclusions (CATEXs), Environmental Assessments (EAs), and Environmental Impact Statements (EISs)  
Implement Best Management Practices related to Environmental Management and Pollution Prevention Plans  
Identify training requirements and develop environmental awareness training programs
- 2.1.3 Ordnance and Weapons Engineering  
Prepare qualification and test plans  
Perform in-service engineering to include analysis and assessment of tests to be performed and analysis of test data for rocket-assisted takeoff (RATO) and jet-assisted takeoff (JATO) propelled systems  
Conduct design reviews  
Investigate system problems and malfunctions of ordnance monitoring technologies such as ATOS  
Provide recommendations for Product Improvement Programs for RATOs, JATOs and ordnance related systems  
Prepare engineering investigation reports

## 2.2 TECHNICAL SERVICES

The contractor shall provide technical support services to include:

- 2.2.1 Integrated Logistics Support (ILS)  
Analyze, develop, review, maintain, and track system and equipment logistics support planning, planned maintenance, training and documentation  
Deliver ILS-related information technology and database systems  
Provide supply chain management and technology interfacing  
Provide engineering, technical, and analytical support for all ILS disciplines and elements  
Provide industrial operations and modernization management services  
Identify training requirements via front-end analysis
- 2.2.2 Infrastructure Support Services  
Identify strategic goals and determine the facilities, laboratories, ranges, and equipment to support the goals  
Develop Strategic Infrastructure Plans  
Develop engineering concept studies for individual projects  
Conduct a business case analysis, outlining costs and benefits of implementing the recommendations contained in the Strategic Infrastructure plan and in engineering concept studies  
Review project site alternatives, identifying potential environmental compliance issues, permitting requirements, and developing mitigation measures  
Conduct space planning and provide move management support  
Conduct security vulnerability assessments  
Summarize regulations and guidance applicable to facility security system requirements

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 12 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Recommend, design and implement appropriate security systems and other anti-intrusion and anti-theft devices

Provide support for information technology systems to include analysis, recommendation, configuration, integration, troubleshooting and problem resolution

2.2.3 Communications and Technical Documentation

Provide communications planning services to help determine Government's needs, select appropriate media and identify the audience.

Deliver communications products in a variety of media depending upon Government's requirements including printed media, electronic and technological media, and video production. Products may include tri-fold brochures, program fact sheets, posters, wall charts and videos.

Prepare technical documentation such as user manuals, reports, documentation, presentations, proposals, outlines, and summaries.

2.2.4 Training

Conduct Front End Analysis (FEA) for all new, emergent, and upgrade training requirements for the Fleet. The FEA will include, depending on Government's requirements, job task analysis, potential training options, acquisition and recurring costs for each training option, student throughput, potential risks for each option, and return on investment for each option.

Architect, design, construct, maintain and modify data centric applications on all system platforms to meet Navy training requirements. All training developed shall be in accordance with Navy ILE guidelines and be SCORM 2004 v1.3, as required by the Government and as defined at <http://navyle.fedsun.navy.mil>.

**2.3 PROGRAM MANAGEMENT**

The contractor shall support performance improvement, strategic planning and risk assessment. The contractor shall provide program management support services to include the following:

Provide financial management support including analysis of program planning and other financial planning documentation with respect to budget submissions; spend plans, work plans, and obligation targets and thresholds.

Provide clerical and administrative disciplines required for seamless operation of offices and support functions

Provide process mapping and business reengineering services

Perform cost benefit analysis, risk assessments, market surveys, and budget requirements for Naval ordnance programs.

Develop spreadsheets and briefing forms appropriate for the analysis and presentation of information and providing reports of findings and recommendations.

Support organizational development, performance improvement, strategic planning, risk assessment and management, and change management for NSWC Indian Head and related Naval organizations.

Conduct technology and management systems audits including operating system audits, database audits, network audits, applications audits, backup systems and recovery, disaster recovery and business continuity of operations, software development life cycle and change management.

**3.0 REPORTING REQUIREMENTS AND DELIVERABLES**

3.1 The contractor shall submit monthly status reports, which are due on the 15<sup>th</sup> of each month to: Indian Head Division/Naval Surface Warfare Center, 4072 North Jackson Road, Building 1558, Room 106, Code CD6, Indian Head, MD 20640-5135. These reports shall include the following elements:

- Contractor's name and address
- Contract number and task order number
- Date of report

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 13 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Period covered by report  
 Man-hours expended by discipline for the reporting period, and cumulatively during the task order  
 Cost curves portraying actual/projected conditions through the task order  
 Cost incurred for the reporting period and total contractual expenditures as of report date  
 Description of progress made during period reported, including problem areas encountered, and recommendations, if any for subsequent solution beyond the scope of this task order  
 Trips and significant results  
 Plans for activities during the following period

**3.2** The contractor shall provide such additional reporting, documentation, schedules, illustrations and drawings in a timely manner, as are requisites to the various task activities of the contract. Contractor shall provide a listing keyed to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting should be in sufficient detail and of a quality to meet relevant commercial guidelines / standards and will include, but not be limited to:

Technical reports, instructional/training documentation, courseware, data compilations, and data surveys, evaluations, and analyses  
 Testing procedures, requirements, assessments, calibrations, and schedules  
 Specifications, tabulations, engineering drawings, designs, concepts, diagrams, and circuits  
 Maintenance requirements, guidelines, schedules, procedures, instructions, corrective actions, etc.  
 Conference agenda, conference minutes, and presentation materials  
 Purchase descriptions, proposals, equipment illustrations, program planning, support, and budget documentation and funding plans

#### **GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI)**

The contractor shall be provided access to spaces, laboratory facilities, product systems, government servers, relevant standards, functional statements, technical manuals, computer systems guides, regulations, instructions, operational procedures, and applicable databases, as required in performance of tasking under this task order.

Specific GFI details will be provided in modifications issued under this task order.

Both the contractor and the designated Task Order Manager (TOM) will maintain accountability and inventory records.

#### **5.0 SECURITY**

All personnel proposed for this effort must be eligible for a “secret” clearance. The contractor will have access to information and compartments with a “secret” classification.

All contractor personnel are required to comply with computer security requirements applicable to the Government’s computer systems being used or accessed during the performance of this task order. When a contractor employee is advised that they will no longer need access to a Government computer system (due to dismissal, reassignment or resignation), it is the responsibility of the contractor to immediately notify the TOM that the individual will not be permitted access to the computer system and its data files.

#### **6.0 TRAVEL**

The contractor shall be required to travel in performance of this task order. All travel must be approved in advance by the TOM. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements and shall be coordinated with the Government Project Officer for each individual task and the TOM. Specific travel requirements shall be delineated and shall be in accordance with Joint Federal Travel Regulations.

#### **7.0 DISCLAIMER STATEMENT**

Any reports resulting from this contract shall contain the following disclaimer statement on the cover of such reports:

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 14 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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

**HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)**

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 15 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 16 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

See Basic Contract and Performance Based Statement of Work

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 17 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance at Destination

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 18 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance for the following items are as follows:

CLIN 4000	12 Months from Date of Award
CLIN 6000	12 Months from Date of Award
CLIN 4001	12 Months After Date of Option to be Exercised
CLIN 4002	12 Months After Date of Option to be Exercised
CLIN 4003	12 Months After Date of Option to be Exercised
CLIN 4004	12 Months After Date of Option to be Exercised
CLIN 6001	12 Months After Date of Option to be Exercised
CLIN 6002	12 Months After Date of Option to be Exercised
CLIN 6003	12 Months After Date of Option to be Exercised
CLIN 6004	12 Months After Date of Option to be Exercised

The Basic effort to be performed under this task order, shall be completed within a period of (12) months from the base year, with Four (4) one-year options to be exercised if deemed in the best interest of the government.

**The task order period of performance shall not exceed the period of performance of the Seaport task order.**

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 19 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### SPECIAL PAYMENT INSTRUCTIONS

Payment shall be made in accordance with the ACRNs shown on the invoices.

### 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:

ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
4002	\$1,446,075.49	\$108,455.67	8 April 2012
6002	\$445,060.75	.00	8 April 2012

### TASK ORDER POINTS OF CONTACT

The following contacts are provided for this task order:

Contract Administrator: Rose Butler

Phone Number: 301-744-6195

Email: [rosetta.butler@navy.mil](mailto:rosetta.butler@navy.mil)

Payments/Invoicing: DFAS Columbus

Phone Number: 800-756-4571

Task Order Manager: Dawn Tolson

Phone Number: (301)744-4469

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Patsy Kragh at (301) 744-6669.

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 20 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

**IHD 77 ALT I – CPFF WAWF INVOICE INSTRUCTIONS (NSWCIHD) (DEC 2008)**

(a) In accordance with the clause of this contract entitled “Electronic Submission of Payments Requests and Receiving Reports” (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 payment request routing is provided for completion of the document in WAWF:

Look at the bottom of the first page of your contract or order (basic, not modification) to find the form number, and then use the chart below that corresponds to your contract type (i.e., firm fixed price or cost plus fixed fee). This chart is a guide to finding information necessary for creating a payment request. In most cases, the chart points to a block number on a contract form or a particular section within the contract. In the WAWF system only use the DoDAAC ext. field if specifically directed, otherwise leave blank.

<b>Use Cost Vouchers for Cost Plus Fixed Fee Contracts/Orders</b>	
	<b>Below Fields Are To Be Completed By The Buyer</b>
<b>Contract Number</b>	N00178-05-D-4309
<b>Delivery Order</b>	FG03
<b>CAGE Code/Ext.</b>	1GUU1
<b>Pay DoDAAC</b>	HQ0337
<b>Issue date</b>	9/15/2010
<b>IssueBy DoDAAC</b>	N00174
<b>Admin DoDAAC</b>	S3915A
<b>DCAA Auditor DoDAAC/Ext.</b>	HAA310
<b>Service Approver/Ext.</b>	

(e) 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.

(f) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notifications” and add the following email address(es):

Technical Representative: dawn.tolson@navy.mil  
Contract Administrator: rosetta.butler@navy.mil

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 35 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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

4. NSWC IHD 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 IHD Command Security Policy requirements.

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

##### **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.

##### **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.

##### **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, 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.

##### **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).

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 36 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

**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.**

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

**NSWC IHD 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**

**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**

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 37 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

**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.**

**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)**
- 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.**

**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.**

**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.**

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 38 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

### **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.

### **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.

### **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/flame 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.

### **Hand Held Cellular Devices and Earpieces**

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.

### **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.

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 39 of 40	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION I CONTRACT CLAUSES**

### **FAR 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 after award of the contract or within 365 days after the exercise of the previous option; 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 years.

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

**DFARS 252.215-7003 Excessive Pass-Through Charges- Identification of Subcontract Effort (APR 2007)**

**DFARS 252.215-7004 Excessive Pass-Through Charges (APR 2007)**

**DFARS 252.222-799 (Dev) Additional Requirements and Responsibilities Restricting the Use of Mandatory Arbitration Agreements (Deviation) (FEB 2010)**

**DFARS 252.225-7040 Contractor Personnel Authorized Accompany U.S. Armed Forces Deployed Outside the U.S. (JUN 2006)**

**DFARS 252.211-7003 Item Unique Identification (JUN 2005)**

CONTRACT NO. N00178-05-D-4309	DELIVERY ORDER NO. FG03	AMENDMENT/MODIFICATION NO. 17	PAGE 40 of 40	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

1. Department of Defense Contract Security Classification Specification (DD Form 254)
2. NAVSEA Quality Assurance Surveillance Plan (QASP)
3. Contract Administration Plan
4. Wage Determination
5. Technical Instructions (TIs) #08 through #12, Modification 14