

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 20	3. EFFECTIVE DATE 01-Feb-2010	4. REQUISITION/PURCHASE REQ. NO. N00178-04-D-4028	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY Naval Sea Systems Command (NAVSEA) BUILDING 197, ROOM 5w-27301333 ISAAC HULL AVENUE SE WASHINGTON NAVY YARD DC 20376-2040	CODE N00024	7. ADMINISTERED BY (If other than Item 6) DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299	CODE S2101A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) The Columbia Group, Incorporated 1201 M Street SE, Suite 010 Washington DC 20003	9A. AMENDMENT OF SOLICITATION NO.	
	9B. DATED (SEE ITEM 11)	
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4028-EH04	
CAGE CODE 3D060	FACILITY CODE 054419957	10B. DATED (SEE ITEM 13) 12-Oct-2006

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.

<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 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(b)
<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)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

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GENERAL INFORMATION

The purpose of this modification 20 to Task Order N00178-04-D-4028-EH04 is to incrementally fund SLINs 4000AA and 4000CA. Accordingly, said Task Order is modified as follows:

1. Under Section B, Supplies and Services, incrementally fund SLINs 4000AA and 4000CA as follows:

	SLIN	EST. COST	FIXED FEE	CPFF
	4000AA			
FUNDING	From:			

	SLIN	EST. COST	FIXED FEE	CPFF
	4000CA			
FUNDING	From:			

2. Under Section H, Special Contract Requirements, Allotment of Funds paragraph (a) update the incrementally funded totals for SLINs 4000AA and 4000CA.

3. Under Section J, List of Attachments, add Attachment 20 -Financial Accounting Data Sheet in the amount of [REDACTED] (FY10 O&MN), 1 page.

4. In accordance with the attached FAD, funding is provided for this modification as follows:

SLIN	EST. COST	FIXED FEE	CPFF	Type of Funding
4000AA				

5. The total amount of funds obligated to the task is hereby increased by [REDACTED] from [REDACTED] o [REDACTED]

6. A conformed copy of this Task Order is attached to this modification for information purposes only. The total value of the task order remains unchanged.

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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					██████████
1000AA	Base Year. Professional Support Services for PMS 333. (O&MN,N)	██████████	██████████	██████████	██████████
1000BA	Base Year. Financial Management Support for PMS 333. (O&MN,N)	██████████	██████████	██████████	██████████
1000CA	Base Year. Customer Service Support for PMS 333. (O&MN,N)	██████████	██████████	██████████	██████████
1000DA	Professional Support Services for PMS 333. Engineering Services for PMS Case GR-SCA (FMS Case #GR-P-S CA)	██████████	██████████	██████████	██████████
1001					██████████
1001AA	Option 1. Professional Support Services for PMS 333. (O&MN,N)	██████████	██████████	██████████	██████████
1001BA	Option 1. Financial Management Support for PMS 333. (O&MN,N)	██████████	██████████	██████████	██████████
1001CA	Option 1. Customer Service Support for PMS 333. (O&MN,N)	██████████	██████████	██████████	██████████
1002					██████████
1002AA	Award Term 1. Professional Support Services for PMS 333. (TBD)	██████████	██████████	██████████	██████████

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1002BA Award Term 1. [REDACTED] [REDACTED] [REDACTED] [REDACTED]
 Financial Management Support for PMS 333. (TBD)

1002CA Award Term 1. [REDACTED] [REDACTED] [REDACTED] [REDACTED]
 Customer Service Support for PMS 333. (TBD)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000				[REDACTED]
3000AA	Other Direct Costs in support of SLINs 1000AA, 1000BA and 1000CA. (O&MN,N)	1.0	Lot	[REDACTED]
3000DA	tbd (O&MN,N)	1.0	Lot	[REDACTED]
3001				[REDACTED]
3001AA	Option 1 - Other Direct Costs in Support of SLINs 1001AA, 1001BA and 1001CA. (O&MN,N)	1.0	Lot	[REDACTED]
3002				[REDACTED]
3002AA	Award Term 1 - Other Direct Costs in support of SLINs 1002AA, 1002BA and 1002CA. (TBD)	1.0	Lot	[REDACTED]

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000						[REDACTED]
4000AA	Award Term 2. Professional Support Services for PMS 333. (TBD)	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]
4000BA	Award Term 2. Financial Management Support for PMS 333. (TBD) Option	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]

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4000CA	Award Term 2. Customer Service Support for PMS 333. (TBD)				
4001					
4001AA	Award Term 3. Professional Support Services for PMS 333. (TBD) Option				
4001BA	Award Term 3. Financial Management Support for PMS 333. (TBD) Option				
4001CA	Award Term 3. Customer Service Support for PMS 333. (TBD) Option				

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6000				
6000AA	Award Term 2 - Other Direct Costs in support of SLINs 4000AA, 4000BA and 4000CA. (TBD)	1.0	Lot	
6001				
6001AA	Award Term 3 - Other Direct Costs in support of SLINs 4001AA, 4001BA and 4001CA (TBD) Option	1.0	Lot	

NOTE A - Option item to which the option clause in SECTION I-2 applies and which is to be supplied only if and to the extent said option is exercised.

NOTE B - Additional SLINs may be created to accommodate the types of funds that shall be used to fund this effort.

NOTE C - See Section L, 3.4.3 for further information regarding ODC items.

The clause entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF FUNDS" (FAR 52.232-22), as appropriate, shall

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apply separately and independently to each separately identified estimated cost.

CONTRACT TYPE SUMMARY FOR PAYMENT OFFICE (COST TYPE)

(NAVSEA) (FEB 1997)

This entire contract is cost type.

PAYMENTS OF FEE (S) (COMPLETION) (NAVSEA) (MAY 1993)

(a) For purposes of this contract, "fee" means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, "fixed fee" in cost-plus-fixed-fee type contracts for completion and phase type contracts.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be equal to percent () of the allowable cost of each invoice submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable (percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money). Total fee (s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract.

(c) In the event of discontinuance of the work under this contract, or any specified phase of the contract, in accordance with the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22) or "LIMITATION OF COST" (FAR 52.232-20), as applicable, the fee shall be equitably adjusted by mutual agreement to reflect the diminution of work. If the adjusted fee is less than the sum of all fee payments made to the Contractor under this contract, the Contractor shall repay the excess amount to the Government. If the adjusted fee exceeds all payments made to the Contractor under this contract, the Contractor shall be paid the additional amount, subject to the availability of funds. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract at the time of the discontinuance of work.

(d) Fee(s) withheld pursuant to the terms and conditions of this contract shall not be paid until the contract has been modified to reduce the fee(s) in accordance with paragraph (c) above, or until the Procuring Contracting Officer has advised the paying office in writing that no fee adjustment is required.

(NOTE)

Percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE BASED STATEMENT OF WORK

GENERAL INFORMATION

BACKGROUND

The Navy Inactive Ships Program (PMS 333) is responsible for the inactivation of conventionally-powered surface ships, the maintenance of inactive ships for retention or pending disposal, the disposal of ships in the inactive ship inventory; the management of inactive ship field activities; and ship & material donation.

PURPOSE

This solicitation seeks support in the areas of program and technical management, integrated logistics, engineering, and ship inactivation and disposal in order to assist PMS 333 in accomplishing its mission and objectives. The Contractor shall provide support for all PMS 333 tasks that best supports the Program Office's responsibility to satisfy both current and future ship inactivation, disposal and donation needs.

SCOPE

In conjunction with performance under a performance based environment, the performance standards and assessment plan described below are applicable to the total scope of services being performed under this contract.

PERFORMANCE OBJECTIVE: The Contractor shall provide knowledge experts who will keep pace with the changing climate and provide information and assessments of that information to Government task manager(s) on issues and topics that may affect the execution of the Inactive Ships Program. The Contractor staff will be led by a lean management team who will ensure the government task manager(s) and Task order manager (TOM) are provided timely notification when personnel or other contract delivery changes arise which affect contract performance.

PERFORMANCE STANDARD: The following performance standards serves as a basis for determining whether performance outcomes have been satisfactorily achieved and the delivery of service is considered acceptable performance.

- The delivery requirements shall be consistent with needs of the mission as identified by task managers.
- Technical and status reports shall be factually accurate and complete, reflect high-quality and adhere to due dates and deadlines.
- Deliverables including studies and analyses, presentations and other knowledge management functions shall be measured through customer feedback.
- Services shall reflect innovative, technological, and management techniques employed to increase efficiencies and control cost.

ACCEPTABLE QUALITY LEVEL: Quality - Free of spelling errors, grammatically correct, correct format, and fully coordinated with any stakeholders. All deliverables must be fully compatible with Navy Marine Corps Intranet (NMCI) format for Microsoft Word, Excel, PowerPoint, Project, Program Manager and other application programs.

MONITORING METHOD: Government review and assessment of deliverables and products. Contractor monthly report of work accomplished, including monthly reports of active and completed tasks, and indication whether sponsor was satisfied or not satisfied based upon customer feedback.

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"General Requirements" are as follows:

- Unless otherwise specified in the Statement of Work, all support services shall be provided in the Washington DC Metropolitan area. The Business Financial Management support and one Customer Service Support person shall be on-site in the Washington Navy Yard. The remaining staff shall be off-site at the contractor's facility. The Contractor shall ramp up immediately upon award or exercise of a contract option and have its support team in place and fully functioning within four weeks. The contractor's team shall align itself to support the program with an efficient mix of personnel utilizing an effective combination of experience and technical expertise. The contractor shall provide an adaptable, flexible team structure that is best suited to accomplishing both planned and emergent tasks. Emphasis shall be placed on a team structure that maximizes productivity, efficiency, and accountability within the man-hours provided by the Government. The Contractor must execute the scope of work that provides for high quality, timely and well-integrated support services while incorporating the proper mix of personnel that will demonstrate the most effective use of personnel.

- The Contractor shall provide capability to archive and store historical documentation. Storage Capacity is 200 cubic feet.

- The Contractor shall have an electronic mail capability and have the necessary connectivity to communicate with PMS 333 team members. Microsoft outlook mail is preferred in order to communicate and coordinate meetings and schedules with PMS 333. They must have the capability to interface via electronic mail.

- The Contractor shall have the capability to interface and access CDMS LIVELINK via the internet. LIVELINK access for all employees supporting this task is required to access project work spaces and document archives that are germane to the performance of this task. The Contractor shall perform all work with off-site personnel, with exception of the Business Financial Management support and one Customer Service support person. Two desks (including a computer, phone, and NMCI connection) within PMS 333 for full-time, on-site BFM support and one Customer Service support person will be provided.

- The Contractor shall provide Unclassified conference facilities within 15 minutes travel time from the Washington Navy Yard (WNY). The Contractor's conference rooms should be able to accommodate at least 45 people and shall include a speaker phone, computer, projection capabilities, and video teleconferencing (VTC).

- All data/deliverables produced under this contract shall become the property of the Government.

SECURITY REQUIREMENTS

Most of the work under this contract shall be UNCLASSIFIED. A portion may be classified at the Confidential or Secret level. Additionally, all ADP positions required for database support must conform to DoD 5200.2-R requirements (especially those currently defined in Appendix C and K, Change 3, dated February 23, 1996) which identify National Agency Check guidance and ADP Position Categories. Security Requirements pertaining to "Personnel" as follows:

PERSONNEL:

a. Personnel to be U.S. citizens (exceptions on a case-by-case basis).

b. The project manager, assistant project manager, and all on-site personnel are to have a SECRET clearance. All other off-site staff shall have a CONFIDENTIAL clearance.

SPECIFIC TASKS

All tasks will be funded with Operations and Maintenance, Navy (O&MN) appropriations.

TASK 1 - PROGRAM MANAGEMENT SUPPORT

1.1 The contractor shall provide management and technical expertise to the PMS 333 Program Manager and staff members to ensure that the program achieves its goals and objectives and that all deliverables are of the highest

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professional quality and are delivered in accordance with agreed upon dates/milestones.

- Utilize technical and financial expertise to assist Program Manager in identifying issues that impact cost, schedule, and performance and to provide recommendations for the issues.
- Assist the Program Manager by tracking actions, milestones and schedules and generating reports. Provide assistance to PM in monitoring performance and progress against plans, baselines, and requirements.
- Provide a single, senior level contract program manager for overall coordination of contractor efforts in support of the Program Manager (PM) and Deputy Program Manager (DPM).
- Provide research, analysis and recommendations to respond to Congressional, DOD, other Government agency, media or industry inquiries, Freedom of Information Act (FOIA) requests, and audits.
- Provide technical support to assist in the resolution of emergent requirements and issues. Conduct liaison with various NAVSEA offices, other Navy and government organizations and private industry sources to research and acquire data necessary to assist the program office with solutions to technical and programmatic problems.
- Assist in researching, providing recommendations for, preparing, and maintaining all program briefings and reports for PMS 333 in support of the Front Office, Resource Sponsors, Navy Comptroller (NAVCOMPT), Congressional Inquiries and Staffers, etc. This task also includes preparing and maintaining paper and electronic presentation files, duplicating, binding and distributing presenter's notes.
- Assist PM in coordinating Integrated Process Teams (IPTs), lean teams, special advisory boards, off-sites, working groups, and audit teams.
- Assist in the preparation of program briefs, reports and correspondence.
- Review, analyze and provide recommendations to utilize new initiatives and best practices to improve areas within program management.
- Utilize technical and financial expertise to provide recommendations and initiatives to PM to reduce overall costs and technical/performance risks, including but not limited to Business Case Analysis, cost benefit analysis, cost/performance trade off studies, e-business solutions.
- Conduct Activity Based Costing studies to capture the direct and indirect costs of all Navy inactive fleet business operations.
- Develop and maintain Conventional Ship Inactivation model with accurate pricing factors to support POM development. Provide expertise in OPNAV requirements for model accreditation.
- Provide technical and financial expertise to support the PM in the areas of strategic planning and analysis required for accomplishing program milestones and goals to support management in the decision making process.
- Conduct hazardous material surveys of inactive ships and analyze results.
- Draft program schedules and Gantt charts for PMS 333 projects and perform critical path analysis.
- Maintain performance measurements/metrics for PMS 333 projects.
- Assist the PM in performing critical path management, planning and preparation for critical events, and establishment and implementation of other control methods tailored to requirements.
- Analyze and provide recommendations on performance assessments on PMS 333 projects.
- Assist in developing environmental assessments to support ship disposal strategies.

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- Assist in business and financial management analysis/assessments of existing and proposed ship museum organizations.
- Provide environmental and occupational safety expertise to assist with the conduct of annual Environmental, Safety and Health evaluations at Navy Ship Disposal Program (SDP) contractor facilities. This task requires periodic on-site inspections at the SDP contractor sites.
- Coordinate the scheduling of naval reservists in support of the Ship Donation Inspection Program, provide technical assistance with inspection criteria, expedite the submission of inspection results, evaluate findings, and provide assistance with developing recommendations, and finalizing and distributing the inspection report. This task requires occasional on-site inspections at the existing ship museum sites.
- Review, evaluate, coordinate and provide recommendations to assist the PM with strategic business plans and documents.
- Provide technical support to assist in the resolution of emergent requirements and issues. Conduct liaison with various NAVSEA offices, other Navy and government organizations and private industry sources to research and acquire data necessary to assist the program office with solutions to technical and programmatic problems.
- FMS Task is to support engineering services for ship transfer to include configuration control, schedule management, development of the transfer plan, shipcheck and development of overhaul work package requirements. .
- Track and document Inactivation policy changes to NAVSEAINST 4770 and NSTM 050, and ship donation policy changes to NAVSEAINST 4520.1A, update and publish reports of changes.

1.2 The contractor shall provide an administrative support staff that is proficient in Microsoft Office including MS Word, MS PowerPoint, MS Excel, MS Project and MS Outlook to provide a full spectrum of office administrative and personnel management support services including:

- Assist in the preparation of business and staffing plans, prepare and track program office performance in accordance with developed procedures and metrics; perform action item tracking, correspondence preparation, routing and filing, mail handling, visit request coordination, in accordance with Command and/or department procedures as applicable.
- Maintain PM and DPM calendars; ensure consistency with PEO Ships calendar. Coordinate meetings and briefing schedules (PM/DPM).
- Manage the development, coordination and distribution of PMS 333 master calendars. Distribute weekly.
- Maintain a consumption log of office supplies and materials.
- Develop and maintain a schedule of Program Office technical, programmatic and administrative events and meetings. These schedules shall be updated weekly.
- Review incoming correspondence ensuring correct distribution and actions are assigned. Maintain correspondence logs and files. Expedite responses to tasking (electronic, written and verbal).
- Maintain and track action items, incoming correspondence, PMS 333/333B taskings, lessons learned, Planning Meetings, Conference Calls and other similar reviews/meetings.
- Track PMS 333 travel budget and prepare travel orders. Process Defense Travel System (DTS) requirements, including reservations, costing, preparing orders, visit requests and preparing and tracking claims.
- Maintain a telephone directory of PMS 333 personnel.
- Maintain a personnel staffing manual that includes staffing plans, personnel metrics, signature authorization forms,

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position descriptions, job announcements, training plans, etc.

- Receive government input and accordingly prepare correspondence in support of program actions and/or in response to Congressional, public, and other agency queries in accordance with DoD, Navy, and NAVSEA correspondence manuals.

- Assist in arranging functions including retirement/promotion ceremonies.

1.3 The contractor shall provide meeting and conference planning support and perform tasks that require collecting and disseminating information through reports, expert meetings, conferences, and other means of data-gathering and dissemination that are necessary to accomplishing the mission of the scope of work as well as the mission of PMS 333. Support services shall include the following tasks:

- Prepare briefing presentations and associated materials and assist with preparation of meetings including development of agendas, announcement letters, coordination of attendees and providing meeting minutes.

- Assist in providing logistical support such as audio-visual equipment and agenda distribution for planning and conducting conferences, workshops, meetings, seminars, and teleconferences.

- Provide subject matter technical expertise on inactive ship program issues for meetings, presentations, inquiries and action item resolution.

- Provide support for various meetings such as with Maritime Administration (MARAD), Environmental Protection Agency (EPA), and for Program Reviews.

TASK 2 - FINANCIAL MANAGEMENT SUPPORT

Financial management is a key element in achieving program goals and objectives. The contractor shall provide professional staff with necessary skills and expertise in areas of DoD Planning, Programming, and Budgeting Execution, with particular focus on program planning and analysis, budget preparation and justification, funds execution, and the presentation of this data in various formats, in order to perform tasks including:

- Assist in developing and maintaining status of Program funding requirements and resource sponsor planning data.

- Update data in financial planning tools for PMS 333 requirements.

- Conduct cost impact analyses on program support issues.

- Provide supporting cost data documentation for program cost estimates and changes, cost impacts, budget tracking and planning support.

- Provide technical/financial expertise and supporting data to assist the BFM in preparing draft Program Objective Memorandum (POM) documentation in accordance with the Planning Programming Budgeting System (PPBS).

- Assist in the development of Impact Statements.

- Assist in preparing briefing materials/point papers/ad hoc reports for programmatic issues requiring upper management attention.

- Provide financial expertise to assist in the development/preparation of and review of future year financial program plans.

- Provide financial expertise to assist in the development of financial aspects of Plans of Action & Milestones (POA&M).

- Develop background information to justify financial program requirement.

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- Provide program analysis and evaluation reports in support of the Navy programming process.
- Analyze financial information in program planning documents and processes.
- Conduct financial analysis and financial risk analysis identifying and evaluating financial risks and recommend management techniques to mitigate risk exposure.
- Assist in the preparation of draft budget formulation documentation in support of the Navy, OSD and Congressional Program and Budget processes.
- Prepare budget exhibits, spreadsheets, reports, and conduct analysis for short and long-range budget requirements.
- Provide research and supporting data to assist PMS 333 in justifying and defending budgets during all required annual and periodic budget submissions.
- Provide information and recommendations to assist PMS 333 in responding to Congressional, DOD, other Government agency, media or industry inquiries, and audit requests for financial information.
- Prepare and amend execution plans and funding documents to provide funding to other government activities in conformance with the associated spending plan.
- Prepare ledger reports, ledger tracking, maintenance and support of specified financial management information systems and Standard Accounting Reporting System (STARS) or any other official accounting program tracking systems.
- Collect and analyze obligation/expenditure information from the source (contractor or government activity) and official and/or unofficial accounting records or systems.
- Provide technical and/or financial expertise to assist in drafting reprogramming requests and reklamas.
- Collect and analyze unfunded requirements for BFM resolution.
- Assist in preparing back up information and recommendations for financial presentations.
- Provide analysis to assist BFM in reconciliation for the unofficial undistributed disbursements (UUDs) and negative unliquidated obligations with the Standard Accounting Reporting System (STARS) and /or other accounting systems and resolve problem disbursements.
- Provide documentation in support of reconciliation and account closure including coordination with government and commercial activities.
- Provide analyses of contractual financial execution.
- Track award fee and incentive fee commitments.
- Coordinate financially related IPTs, special advisory boards, off-sites, working groups, audit teams, etc.
- Provide cost data for independent cost estimates (for ship inactivation or other activities).
- Maintain historical record of prior year's execution plans.
- Provide recommendations on cost realism.
- Provide inputs to assist in cost/performance tradeoff studies.

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- Provide cost performance risk assessments.

- Provide recommendations and initiatives to reduce overall costs and technical/performance risks, including Business Case Analysis, cost benefit analysis, cost/performance trade off studies, e-business solutions.

- Develop and maintain workload and budgeting database for developing budgets.

TASK 3 - CUSTOMER SERVICE SUPPORT

1.1 The contractor shall provide technical expertise in customer support and organizational change management to perform the following representative tasks:

- Provide LIVELINK web page, Microsoft Office and NMCI expertise to PMS 333. Coordinate all NMCI requirements and reporting for PMS 333. Prepare MAC move requests in accordance with PEO Ships instructions.

- Provide technical services to update and maintain the NAVSEA Ship Donation web site and PEO Ships artificial reefing web site.

1.2 The contractor shall support PMS 333 by developing and executing a communication strategy to identify and communicate messages – both internal and external to the organization – that articulate and educate diverse audiences about the PMS 333 mission, vision and goals. The Strategic Communications Support function for PMS 333 shall include:

- Identifying appropriate communication tools (articles, White Papers, etc.) and matching them to key calendar events.

- Developing PMS 333 Communications Plans consistent with NAVSEA Public Affairs (OOD) communication goals and objectives.

- Building and maintaining a fact file suitable for media release; liaison between the PEO, Program Sponsors (N8), ASN (RD&A), NAVSEA OOD, CHINFO, Navy Office of Legislative Affairs, and Industry.

- Providing drafting, editing, and dissemination of public affairs products including: magazine articles, press releases, multi-media products in support of public events and technical seminars (sponsored by various technical, Government, and industry associations).

- Providing assistance in the coordination, drafting, editing, and historically archiving of responses to Congressional inquiries and staff briefings.

- Providing drafting, design, and publication of special-event brochures or posters in editorial format and assisting in the research and acquisition of appropriate color photographs and graphics to augment textual matter and design when required by the program office.

DATA REQUIREMENTS LISTS (DRLs)

A001 Monthly Progress Report – to include the names of all personnel charging to the Program during the reporting period. Include a manpower and spend plan for the period of performance and show dollars expended against plan on a monthly basis to include a Summary of Work Provided and a Financial Summary.

A002 Weekly Meeting Schedule

A003 Meeting Minutes

A004 Technical/Management Documentation to include reports, documents, agendas, spreadsheets, Presentations/Briefings, White Papers, Memorandums of Agreement and Understanding (MOA/MOU), Program Plans (POA&M, Roadmaps, etc.), and Financial Reports

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A005 Monthly Office Supply Consumption Log

NAVSEA CAAS Study Team Review of Task Order No. N00178-04-D-4028-EH04 – Determination: Labor – 100% CAAS, 0% Non-CAAS. ODCs - 100% Non-CAAS.

Justification: On 11 October 2006, NAVSEA CAAS Study Team Representative Mr. Peter Richmond reviewed the requirements addressed within subject Task Order. During the review it was determined that the labor requirements addressed within the subject task order are 100% CAAS.

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SECTION D PACKAGING AND MARKING

Packaging and Marking in accordance with Section D of the IDIQ contract.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be in accordance with Section E of the SeaPort-E Multiple Award IDIQ contract.

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager



INVOICE INSTRUCTIONS (NAVSEA) (JAN 2008)

(a) In accordance with the clause of this contract entitled “ELECTRONIC SUBMISSION OF PAYMENT REQUESTS” (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) 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. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. 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 also are 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 contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

Type of Document (*contracting officer check all that apply*)

- Invoice (FFP Supply & Service)
- Invoice and Receiving Report Combo (FFP Supply)
- Invoice as 2-in-1 (FFP Service Only)
- Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)
- Receiving Report (FFP, DD250 Only)

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DODAAC Codes and Inspection and Acceptance Locations (*contracting officer complete appropriate information as applicable*)

Issue DODAAC	<u>N00024</u>
Admin DODAAC	<u>S2101A</u>
Pay Office DODAAC	<u>HQ0338</u>
Inspector DODAAC	<u>N00024</u>
Service Acceptor DODAAC	<u>N/A</u>
Service Approver DODAAC	<u>N00024</u>
Ship To DODAAC	<u>N00024</u>
DCAA Auditor DODAAC	<u>HAA391</u>
LPO DODAAC	<u>N/A</u>
Inspection Location	<u>N00024</u>
Acceptance Location	<u>N00024</u>

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 the document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notification” and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To:
glen.a.clark@navy.mil
dcaa-fao6701@dcaa.mil

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) The WAWF system has not yet been implemented on some Navy programs; therefore, upon written concurrence from the cognizant Procuring Contracting Officer, the Contractor is authorized to

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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

(a) This task order is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this task order 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 task order 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	ALLOTTED TO COST	ALLOTTED TO FIXED FEE	ALLOTTED TO AWARD FEE	CPFF	M/HS	EST. POP
1002AA	██████████	██████████	████	██████████	██████████	10/02/2008 - 09/30/2009
1002CA	██████████	██████████	████	██████████	██████████	10/02/2008 - 09/30/2009
3002AA	████	████	████	██████████	████	10/02/2008 - 09/30/2009
4000AA	██████████	██████████	████	██████████	██████████	10/02/2009 - 09/30/2010
4000CA	██████████	██████████	████	██████████	██████████	10/02/2009 - 09/30/2010
6000AA	████	████	████	██████████	████	10/02/2009 - 09/30/2010

(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 task order 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) CLIN(s)/SLIN(s) 1000AA, 1000BA, 1000CA, 1000DA, 1001AA, 1001BA, 1001CA, 3000AA, 3000DA and 3001AA are fully funded and performance under CLIN(s)/SLIN(s) 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.

NAVSEA 5252.242-9115 TECHNICAL INSTRUCTIONS

(a) Performance of work hereunder may be subject to written technical instructions signed by the Task Order Manager (TOM) specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

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(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details and otherwise serve to accomplish the contractual statement of work.

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

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instruction may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause in this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of the contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse to Contractor from performing that portion of the contractual work statement which is not affected by the AWARD TERM CLAUSE. See Award Term Clause and Plan, Section J, Task Order Attachment 2.

NAVSEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be [REDACTED] total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that **zero (Offeror to fill-in)** man-hours are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately [REDACTED] hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The

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Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

Fee Reduction = Fee (Required LOE - Expended LOE)

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative work plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required

Except as provided herein, all other terms and conditions remain unchanged and in full force and effect.

AWARD TERM CLAUSE

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In addition to the terms set forth elsewhere in the Task Order, the contractor may earn an extension to the task order period from a minimum of 1 to a maximum of 3 years on the basis of performance during the evaluation periods. The Task Order period may be extended on the basis of the contractor's performance against stated performance parameters. Points shall be awarded during each evaluation period on the basis of how the contractor has performed against the predetermined criteria. The Task Order period may then be extended to reflect this assessment. As stated in the Award Term Plan below, a performance rating of unsatisfactory in any evaluation period shall void any previously awarded award-term extensions.

(a) Award Term. The award-term concept is an incentive that permits extension of the Task Order period beyond the base period of performance for superior performance or reduction of the Task Order period of performance because of poor performance.

(b) Term Points. Points are awarded during each evaluation period on the basis of the contractor's performance. A score of 85 points is required for a one-year term extension; a score of 40 points or less shall result in the loss of any previously awarded term extensions.

(c) Monitoring of Performance. The contractor's performance will be continually monitored by the performance monitors whose findings are reported to the Award Term Review Board (ATRB). The ATRB recommends an award term to the Term Determining Official (TDO), who makes the final decision on the award-term amount on the basis of the contractor's performance during the award-term evaluation period.

(d) Award-Term Plan. The evaluation criteria, the associated points, and the associated award-term extensions or reductions are specified in the award-term plan.

(e) Modification of Award-Term Plan. The TDO may unilaterally change this plan prior to the beginning of an evaluation period. In addition, the contractor may recommend changes to the plan no later than 30 days prior to the beginning of the new evaluation period. The contractor will be notified of changes to the plan by a modification to the task order, before the start of the affected evaluation period. Changes to this plan that are applicable to a current evaluation period will be incorporated by the mutual consent of both parties.

(f) Self-Evaluation. The contractor will submit to the Contracting Officer, within 5 working days after the end of each award-term evaluation period, a brief written self-evaluation of its performance for that period. This self-evaluation shall be limited to 20 pages and will include the most recent Standard Form 294, Subcontracting Report for Individual Contract, for the task order. It will be used in the ATRB's evaluation of the contractor's performance during this period.

(g) Disputes. Decisions regarding the award term, including—but not limited to—the amount of the award term, if any; the methodology used to calculate the award term; calculation of the award term; the supplier's entitlement to the award term; and the nature and success of the contractor's performance, are made by the TDO. These decisions are final and are not subject to dispute.

(h) Award-Term Extension. The Task Order period may be modified to reflect the TDO decision. The total task order period, including extensions under this clause, will not exceed the time remaining on the SeaPort IDIQ contract, including exercised options. If at any time the Task Order period does not extend more than two years from the time remaining on the SeaPort IDIQ contract, the operation of the award-term provision will cease and the task order period will not extend beyond the term set at that time.

(i) Necessary Condition Precedent:

(1) FAIR AND REASONABLE PRICE A NECESSARY CONDITION: The Contracting Officer must determine that the price set forth in the Task Order for the goods or services covered by the Task Order continues to be fair and reasonable for a given award term period. Such a decision is at the sole discretion of the Contracting Officer. A decision that the price is no longer fair and reasonable will result in the Government voiding any award terms earned. A determination regarding whether there is a continued need for the same goods or services may be made at any time.

(2) OPTION EXERCISE A NECESSARY CONDITION: If at any time the Government does not exercise an option, any previously awarded award term(s) shall be void.

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(3) CONTINUED FUNDS A NECESSARY CONDITION: The Contracting Officer must make a determination that sufficient funds are available before an award term that has been earned and retained may become effective. The determination that sufficient funds are available does not constitute a finding that funds equal to the full total estimated cost of performance for a given year are available. Award term periods may be incrementally funded as permitted by law and regulation. In the event of incremental funding, the clause entitled LIMITATION OF FUNDS (FAR 52.232-22 (April 1984) shall apply.

The decision that sufficient funds are available is at the sole discretion of the Contracting Officer. Resources available to the program manager are subject to the managerial discretion of the program manager and a decision that sufficient funds are not available for this Task Order may be made even if there are funds available to the program office. A determination regarding the availability of funds may be made at any time.

(4) CONTINUED REQUIREMENT A NECESSARY CONDITION: The Contracting Officer must determine that a continued need for the same goods and services covered by this Task Order exists for a given award term period. Such a decision is at the sole discretion of the Contracting Officer. A decision that the requirement has changed or that a requirement for the same goods or services no longer exists will result in the Government voiding any award terms earned. A determination regarding whether there is a continued need for the same goods or services may be made at any time.

(j) Failure of Earned Award Terms not a Termination: If at any time the Government does not authorize performance of a previously awarded award term, the subsequent terms shall be considered void. The contractor shall not be entitled to any costs arising out of or related to those award terms that are made void by virtue of the operation of this clause. An award term decision that an already earned award term has not been retained is not a termination for convenience. A decision by the Contracting Officer that any of the necessary conditions has not been satisfied is not a termination for convenience. For example, if the contractor has earned three award terms but the Government fails to exercise the option for the fifth year of the Task Order, then the Task Order shall end at the completion of the period of performance for the fourth year.

(k) Contractor Right to Decline: The contractor retains the right to decline any award term earned, even after award and/or retention, prior to 15 months before the start of an award term year. The Contractor must notify the Contracting Officer in writing prior to 15 months before the start of the award term year of its desire not to perform the next award term year. Failure to so notify the Contracting Officer may result in a default termination if the Contractor fails to perform an award term that the Government has authorized. In the event the Contractor elects its right to decline an earned award term, all award terms shall be void.

(l) Extension of the Task Order: The Contracting Officer will unilaterally modify the Task Order to extend the period of performance in one-year increments when each of the following conditions apply:

- 1) an award term earned has been retained;
- 2) the Government has a continuing requirement for the good(s) or service(s) covered;
- 3) the price established for the covered line items remains fair and reasonable;
- 4) appropriated funds are available;
- 5) the Contractor has not expressly stated in writing that it is unwilling to perform an award term no later than fifteen months before the beginning of an award term period.

AWARD TERM PLAN

1.0 INTRODUCTION

This is the basis for evaluation of the contractor's performance and for presenting an assessment of that performance to the term-determining official (TDO). The evaluation for the number of term points to be awarded will begin at the start of the Task Order.

Award-term contracting is effective when performance metrics are objective, a long-term business relationship is of

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value to the government and to the contractor, and the expected outcomes are known up-front. The specific criteria and procedures used for assessing the contractor's performance and for determining the award term earned are described herein. All TDO decisions regarding the award-term points—including, but not limited to, the number of points, if any; the methodology used to calculate the points; the calculation of the points; the contractor's entitlement to the points; and the nature and success of the contractor's performance—are final and not subject to dispute.

The award term will be provided to the supplier through unilateral task order modifications based upon points earned as determined by the TDO.

2.0 ORGANIZATION

The award-term organization includes the TDO and an Award-Term Review Board (ATRB) consisting of a chairperson, the contracting officer, a recorder, other functional area participants, advisory members, and the performance monitors.

3.0 RESPONSIBILITIES

a. Term-Determining Official. The TDO approves the award-term plan and any significant changes to it. The TDO reviews the recommendations of the ATRB, considers all pertinent data, and determines the earned award-term points for each evaluation period. The TDO appoints the ATRB chairperson.

b. Award-Term Review Board Chairperson. The ATRB chairperson chairs the meetings of the ATRB and appoints the non-mandatory members of the board and the performance monitors. The ATRB chairperson briefs the TDO on recommended earned term amounts and the contractor's overall performance and recommends award-term plan changes to the TDO.

c. Award-Term Review Board. ATRB members review performance monitors' evaluation of the contractor's performance, consider all information from pertinent sources, prepare interim performance reports, and arrive at the earned award-term points recommendation to be presented to the TDO. The ATRB will also recommend changes to this plan. An assessment of the contractor's performance will be done on a yearly basis, starting with the performance of the base year of this task order.

d. ATRB Recorder. The ATRB recorder is responsible for coordinating the administrative actions required by the performance monitors, the ATRB, and the TDO.

e. Contracting Officer (CO). The CO is the liaison between contractor and government personnel. Subsequent to the TDO decision, the CO evaluates the award-term points available and modifies the Task Order period of performance, if necessary, to reflect the decision.

f. Performance Monitors. Performance monitors maintain written records of the contractor's performance in their assigned evaluation areas so that a fair and accurate evaluation is obtained. Monitors prepare interim and end-of-period evaluation reports as directed by the ATRB.

4.0 AWARD-TERM PROCESSES

a. Available Award-Term Points. The earned award-term points will be based on the contractor's performance during each evaluation period. The available points for each evaluation period are shown below in Table 3. A score of 85 points is required for a one year term extension.

b. Evaluation Criteria. If the CO does not give specific notice in writing to the contractor of any change to the evaluation criteria prior to the start of a new evaluation period, then the same criteria listed for the preceding period will be used in the following award-term evaluation period. Modifications to the plan shall take effect in the next evaluation period.

c. Interim Evaluation Process. Interim evaluations will be conducted six months after task order award, exercise of award of term extensions, if any. At the discretion of the TDO, interim evaluations may take place more frequently (e.g., at major milestones). The ATRB recorder notifies ATRB members and performance monitors 14 calendar days

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before the interim evaluation date. Performance monitors submit their evaluation reports to the ATRB 21 calendar days after this notification. The ATRB determines the interim evaluation results and notifies the contractor of the strengths and weaknesses for the current evaluation period. The CO may also issue letters at any other time when it is deemed necessary to highlight areas of government concern.

d. End-of-Period Evaluations. The ATRB recorder notifies ATRB members and performance monitors 14 calendar days before the end of the evaluation period. The contractor presents its self-assessment to the CO within five working days after the end of the evaluation period. This written assessment of the contractor's performance throughout the evaluation period may also contain any information that could be reasonably expected to assist the ATRB in evaluating its performance. The written assessment shall include a copy of the most recent SF 294, Subcontracting Report for Individual Contracts. The self-assessment may not exceed 20 pages. Performance monitors submit their evaluation reports to the ATRB 14 calendar days after the end of the evaluation period. Copies shall be provided to the contractor; the contractor is then given an opportunity to address the performance monitor evaluations. The ATRB prepares its evaluation report and recommendation regarding earned or unearned award-term points. The ATRB briefs the evaluation report, and recommendation to the TDO within 30 calendar days after the end of the evaluation period. The TDO determines the overall award-term points for the evaluation period within 45 calendar days after each evaluation period. The TDO letter informs the contractor of the earned award-term points. Upon the award of sufficient award term-points, the CO issues a contract modification within 15 calendar days after the TDO's decision is made authorizing an award extension or reduction based on the earned or unearned award-term points.

5.0 AWARD-TERM PLAN CHANGE PROCEDURE

The TDO may unilaterally change this plan prior to the beginning of an evaluation period. In addition, the contractor may recommend changes to the plan no later than 30 days prior to the beginning of the new evaluation period. The contractor will be notified of changes to the plan by a modification to the task order, before the start of the affected evaluation period. Changes to this plan that are applicable to a current evaluation period will be incorporated by the mutual consent of both parties.

AWARD TERM ORGANIZATION

TABLE 1, MEMBERS

Term Determining Official:	TBD Personnel
Award Term Review Board Chairperson:	TBD Personnel
Award Term Review Board Members:	
Member(s)	TBD (Personnel)
Contracting Officer	SEA or representative
Recorder	TBD Personnel

TABLE 2, PERFORMANCE MONITORS

Area of Evaluation	Performance Monitor(s)
Cost Performance	Task Managers
Organization and Management	Task Managers
Quality of Work/Schedule	Task Managers

The Government reserves the right to make substitutes for award term organization members and performance monitors.

AWARD TERM ALLOCATION BY EVALUATION PERIODS

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The award term earned by the contractor will be determined at the completion of evaluation periods shown below. The award term points shown corresponding to each period are the maximum available award term amount that can be earned during that particular period.

TABLE 3.

Evaluation Period	From	To	Available Award Term Points
First	Task Order Award	18 months thereafter	100
Second	Exercise of Award Term 1	12 months thereafter	100
Third	Exercise of Award Term 2	12 months thereafter	100
Fourth	Exercise of Award Term 3	12 months thereafter	100

OVERALL GRADE DEFINITIONS AND CORRESPONDING AWARD TERM POINTS

Unsatisfactory Performance: Contractor's performance of most contract tasks is inadequate and inconsistent. Quality, responsiveness, and timeliness in many areas require attention and action. Corrective actions have not been taken or are ineffective.

Award Term Points: 0 – 40

Satisfactory Performance: Contractor's performance of most contract tasks is adequate with some tangible and intangible benefits to the Government due to contractor's effort or initiative. Although there are areas of better performance, these are more or less offset by lower-rated performance in other areas.

Award Term Points: 41-80

Excellent Performance: Contractor's performance of virtually all contract tasks is consistently noteworthy and provides numerous significant, tangible or intangible, benefits to the Government (e.g., improved quality, responsiveness, increased timeliness, or generally enhanced effectiveness of operations). The few areas for improvement are all minor. There are no recurring problems. Contractor's management initiates effective corrective action whenever needed.

Award Term Points: 81-100

EVALUATION CRITERIA

Cost Performance 30% of Total

Organization and Management 30% of Total

Quality of Work /Schedule 40% of Total

TABLE 4, COST PERFORMANCE

UNSATISFACTORY	SATISFACTORY	EXCELLENT
	Contractor provides measures for controlling all costs at estimated	Reductions in direct costs to the Government below contract estimated costs are noteworthy.

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<p>Contractor provides some measures for controlling staff costs and controls some subcontracting cost performance to meet program objectives.</p>	<p>costs. Provide cost control of all travel, material and staff costs during the performance of the contract. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.</p>	<p>Contractor provides detailed cost analysis in recommendations to Government for resolution to problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.</p>
<p>Funds and resources are used inefficiently in pursuing program goals and result in resource management problems. Problems and/or trends may be addressed. When provided, analyses of problems or trends are usually accurate.</p>	<p>Contractor takes the initiative to reduce costs, including travel, where feasible. Financial reporting is clear and accurate. Problems and/or trends are addressed, and an analysis is also submitted.</p>	<p>Contractor is responsive to cost control measures implemented by the Government. Financial reporting is clear, accurate, and pro-active. Problems and/or trends are addressed thoroughly, and the contractor's recommendations and/or corrective plans are implemented and effective.</p>

TABLE 5, ORGANIZATION AND MANAGEMENT

UNSATISFACTORY	SATISFACTORY	EXCELLENT
<p>Contractor fails to identify problems timely. Solutions, when and if implemented, have a negative impact on cost and schedule.</p>	<p>Problems are identified by the contractor timely. Contractor provides sufficient information on alternate solutions. Solutions are implemented with limited adverse impact to estimated cost and schedule.</p>	<p>Contractor practices proactive management to identify and anticipate problems prior to adverse impact. Contractor provides organized and detailed alternatives including risk assessments, trade off analysis between cost, schedule and performance, plan of action and implementation schedule. Solutions are implemented with no impact to estimated cost and schedule.</p>
<p>Organizational structure fails to assign qualified personnel with duties, responsibilities and authority necessary to achieve project goals. Lines of communication fail to facilitate timely exchange of information, both technical and contractual in order to meet project goals.</p>	<p>Organizational structure provides for qualified personnel assigned with duties, responsibilities, and authority necessary to achieve project goals. Lines of communication facilitate timely exchange of information, both technical and contractual in order to meet project goals.</p>	<p>Organizational structure provides for highly qualified personnel assigned with duties, responsibilities, and authority necessary to achieve project goals ahead of schedule and within estimated cost. Lines of communication are well defined, clearly understood, and always facilitate rapid exchanges of information, both technical and contractual, in order to meet</p>

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project goals.

The contractor fails to meet 75% of its small business subcontracting goals, established in the IDIQ contract, in this task order.

The contractor meets its small business subcontracting goals, established in the IDIQ contract, in this task order.

The contractor exceeds its small business subcontracting goals, established in the IDIQ contract, in this task order.

TABLE 6, QUALITY OF WORK/SCHEDULE

UNSATISFACTORY	SATISFACTORY	EXCELLENT
Contractor leaves questionable situations for Government to resolve.	Contractor follows guidance, questioning and resolving doubtful areas.	Contractor's work of highest caliber incorporating all pertinent data required.
Contractor tends to follow past practices with no variation to meet requirements of the current contract.	Contractor displays knowledge of contract requirements and adapts existing processes to fulfill requirements.	Contractor displays exceptional knowledge of contract requirements and adaptability to work processes.
Deliverables are incomplete, contain inaccuracies and are untimely. Discrepancies are major and require extensive time and effort to correct.	Deliverables are complete, accurate and meet schedule requirements. Discrepancies are minor and easily corrected.	All deliverables are submitted on time or ahead of schedule, exceeding requirements and submitted in a format that is complete, clear, concise, technically accurate and easily understood. Any corrections are very minor in nature and are expeditiously corrected.
Fails to meet "satisfactory" standard for contractually required deliverable schedules. Fails to meet customer expectations for satisfying demands.	For 95% of deliverables, meets contractually required schedule. Meets customer expectations for satisfying demands.	Substantially reduces contractually required deliverable times, consistent with customer priority requests. Exceeds customer expectations for satisfying demands.

SEQUENCE OF EVENTS - AWARD TERM PROCESS

TABLE 7, Interim Evaluation (IE). Interim evaluations shall be provided at the completion of the base year, and six months into each option year.

14 days prior to IE	Recorder notifies each ATRB member and performance monitor.
7 days after IE	Performance Monitors submit evaluation reports to ATRB
14 days after IE	ATR B Chairperson determines interim evaluation results and notifies contractor of strengths and weaknesses
Normally at least 90 days prior to EOP	ATR B may recommend any changes to Award Term Plan to TDO.

TABLE 8, End-of-Period (EOP) evaluations

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14 days prior to EOP	Recorder notifies each ATRB member and performance monitor.
14 days after EOP	Performance Monitors submit evaluation reports to ATRB. ATRB forwards a copy to Contractor.
14 days after EOP	Contractor submits self-assessment to CO. Copy will be forwarded to ATRB.
30 days after EOP	ATR B briefs evaluation report and recommendation to the TDO. Contractor has opportunity to brief TDO.
45 days after EOP	TDO informs contractor and CO of the earned award term points.
15 days after TDO's decision	CO issues a contract modification reflecting award term extension, if earned.

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SECTION I CONTRACT CLAUSES

FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) (NAVSEA

VARIATION) (MAR 2000)

(a) The Government may extend the term of this delivery order by written notice(s) to the Contractor within the periods specified below. If more than one option exists, each option is independent of any other option, and the Government has the right to unilaterally exercise any such option whether or not it has exercised

other options.

ITEM(S) LATEST OPTION EXERCISE DATE

Option 1	12 Months after Issuance of Task Order
Award Term Option 1	24 Months after Option Exercise
Award Term Option 2	36 Months after Option Exercise
Award Term Option 3	48 Months after Option Exercise

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

CLAUSES INCORPORATED BY REFERENCE

52.219-6 NOTICE OF SMALL BUSINESS SET-ASIDE (JUN 2003)

52.219-14 LIMITATIONS OF SUBCONTRACTING (DEC 1996)

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SECTION J LIST OF ATTACHMENTS

Attachment 1: Financial Accounting Data Sheet, N00178-04-D-4028-EH04, in the amount of [REDACTED]

Attachment 2: DD 254

Attachment 3: Financial Accounting Data Sheet, N00178-04-D-4028-EH0401, in the amount of [REDACTED]

Attachment 4: Financial Accounting Data Sheet, N00178-04-D-4028-EH0402, in the amount of [REDACTED]

Attachment 5: Financial Accounting Data Sheet, N00178-04-D-4028-EH0403, in the amount of [REDACTED]

Attachment 6: Financial Accounting Data Sheet, N00178-04-D-4028-EH0404, in the amount of [REDACTED]

Attachment 7: Financial Accounting Data Sheet, N00178-04-D-4028-EH0405, in the amount of [REDACTED]

Attachment 8: Financial Accounting Data Sheet, N00178-04-D-4028-EH0406, in the amount of [REDACTED]

Attachment 9: Financial Accounting Data Sheet, N00178-04-D-4028-EH0407, in the amount of [REDACTED]

Attachment 10: Financial Accounting Data Sheet, N00178-04-D-4028-EH0408 in the amount of [REDACTED]

Attachment 11: Financial Accounting Data Sheet, N00178-04-D-4028-EH0409 in the amount of [REDACTED]

Attachment 12: Financial Accounting Data Sheet, N00178-04-D-4028-EH0410 in the amount of [REDACTED]

Attachment 13: Financial Accounting Data Sheet, N00178-04-D-4028-EH0411 in the amount of [REDACTED]

Attachment 14: Financial Accounting Data Sheet for modification 13 in the amount of [REDACTED]

Attachment 15: Financial Accounting Data Sheet for modification 14 in the amount of [REDACTED]

Attachment 16: Financial Accounting Data Sheet for modification 16 in the amount of [REDACTED]

Attachment 17: Financial Accounting Data Sheet for modification 17 in the amount of [REDACTED]

Attachment 18: Financial Accounting Data Sheet for modification 18 in the amount [REDACTED]

Attachment 19: Financial Accounting Data Sheet for modification 19 in the amount of [REDACTED]

Attachment 20: Financial Accounting Data Sheet for modification 20 in the amount of [REDACTED]