

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE J	PAGE OF PAGES 1 5
2. AMENDMENT/MODIFICATION NO. 14	3. EFFECTIVE DATE 28-Sep-2010	4. REQUISITION/PURCHASE REQ. NO. N00024-10-MR-55681	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00024	7. ADMINISTERED BY (If other than Item 6) CODE	S2101A

Naval Sea Systems Command (NAVSEA)
 BUILDING 197, ROOM 5w-27301333 ISAAC HULL AVENUE SE
 WASHINGTON NAVY YARD DC 20376-2040
 michael.traino@navy.mil 202-781-3960

DCMA Baltimore
 217 EAST REDWOOD STREET, SUITE 1800
 BALTIMORE MD 21202-5299

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-EH05
	10B. DATED (SEE ITEM 13) 04-Jan-2007
CAGE CODE 3D060	FACILITY CODE 054419957

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or
 (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) 43.103(a)

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) Walanda K. McCowin, Sr. Contract Administrator		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Stacy M McQuage, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Walanda K. McCowin (Signature of person authorized to sign)	15C. DATE SIGNED 27-Sep-2010	16B. UNITED STATES OF AMERICA BY /s/Stacy M McQuage (Signature of Contracting Officer)	16C. DATE SIGNED 28-Sep-2010

NSN 7540-01-152-8070

30-105

PREVIOUS EDITION UNUSABLE

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA
 FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purposes of this modification are to (1) transfer ceiling within CLIN 5001 in order to establish new SLINs and to provide funding and (2) revise and correct the period of performance for SLINs 5001AA, 5001BA, 5001CA, and 5001DA.

Accordingly, said Task Order is modified as follows:

1. Under Section B - SUPPLIES AND SERVICES, the following changes are made:

(a) Establish SLINs 5001AB, 5001BB, 5001CB, 5001DB, 5001EB, 5001FB as follows:

SLIN	Period of Performance	
	FROM	TO
5001AB	4/1/2010	8/1/2010
5001BB	4/1/2010	8/1/2010
5001CB	4/1/2010	8/1/2010
5001DB	4/1/2010	8/1/2010
5001EB	4/1/2010	8/1/2010
5001FB	4/1/2010	8/1/2010

(b) Transfer Ceiling from SLINs 5001AA, 5001AB, 5001AC, and 5001AD to 5001AB, 5001BB, 5001CB, 5001DB, 5001EB, and 5001FB.

	SLIN	Est. Cost
	5001AA	
Transfer	From	██████████
Ceiling	By	██████████
	To	██████████

	SLIN	Est. Cost
	5001BA	
Transfer	From	██████████
Ceiling	By	██████████
	To	██████████

	SLIN	Est. Cost
	5001CA	
Transfer	From	██████████
Ceiling	By	██████████
	To	██████████

	SLIN	Est. Cost
	5001DA	
Transfer	From	██████████
Ceiling	By	██████████
	To	██████████

	SLIN	Est. Cost
	5001AB	
Transfer	From	██████████
Ceiling	By	██████████

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To	
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	<u>SLIN</u>	<u>Est. Cost</u>
	5001BB	
Transfer	From	
Ceiling	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001CB	
Transfer	From	
Ceiling	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001DB	
Transfer	From	
Ceiling	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001EB	
Transfer	From	
Ceiling	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001FB	
Transfer	From	
Ceiling	By	
	To	

(c) Obligate funding from SLIN 5001AD to SLINs 5001AB, 5001BB, 5001CB, 5001DB, 5001EB, and 5001FB.

	<u>SLIN</u>	<u>Est. Cost</u>
	5001AB	
Funding	From	
	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001BB	
Funding	From	
	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001CB	
Funding	From	
	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001DB	

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Funding	From		
	By		
	To		

	<u>SLIN</u>	<u>Est. Cost</u>
	5001EB	
Funding	From	
	By	
	To	

	<u>SLIN</u>	<u>Est. Cost</u>
	5001FB	
Funding	From	
	By	
	To	

2. SECTION F, DELIVERIES OR PERFORMANCE:

Revise and correct the period of performance for SLINs 5001AA, 5001BA, 5001CA, and 5001DA as follows:

SLIN	From		To	
	Start Date	End Date	Start Date	End Date
5001AA	10/1/2010	9/30/2011	4/1/2010	8/1/2010
5001BA	10/1/2010	9/30/2011	4/1/2010	8/1/2010
5001CA	10/1/2010	9/30/2011	4/1/2010	8/1/2010
5001DA	10/1/2010	9/30/2011	4/1/2010	8/1/2010

SECTION J, LIST OF ATTACHMENTS:

Add Attachment 13 - FAD Sheet for modification 14

A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

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

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
5001AB	O&MN,N	0.00	[REDACTED]	[REDACTED]
5001BB	O&MN,N	0.00	[REDACTED]	[REDACTED]
5001CB	O&MN,N	0.00	[REDACTED]	[REDACTED]
5001DB	O&MN,N	0.00	[REDACTED]	[REDACTED]
5001EB	O&MN,N	0.00	[REDACTED]	[REDACTED]
5001FB	O&MN,N	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased by [REDACTED] from [REDACTED] to [REDACTED]

CLIN/SLIN	From (\$)	By (\$)	To (\$)
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5001AA	[REDACTED]	[REDACTED]	[REDACTED]
5001AB	[REDACTED]	[REDACTED]	[REDACTED]
5001BA	[REDACTED]	[REDACTED]	[REDACTED]
5001BB	[REDACTED]	[REDACTED]	[REDACTED]
5001CA	[REDACTED]	[REDACTED]	[REDACTED]
5001CB	[REDACTED]	[REDACTED]	[REDACTED]
5001DA	[REDACTED]	[REDACTED]	[REDACTED]
5001DB	[REDACTED]	[REDACTED]	[REDACTED]
5001EB	[REDACTED]	[REDACTED]	[REDACTED]
5001FB	[REDACTED]	[REDACTED]	[REDACTED]

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2000					██████████
2000AA	Base Year - Provide professional, technical, and advisory support to implement merit staffing program within SEA 107. (O&MN,N)	1.0	Lot	██████████	██████████
2000BA	Base Year - Provide HR operations support within SEA 107. (O&MN,N)	1.0	Lot	██████████	██████████
2000CA	Base Year - Re-engineering of various civilian manpower budgeting processes within SEA 103. (O&MN,N)	1.0	Lot	██████████	██████████
2000DA	Base Year - Civilian personnel payroll process support within SEA 103. (O&MN,N)	1.0	Lot	██████████	██████████
2000EA	Base Year - Provide HR operations support within SEA 107. (O&MN,N)	1.0	Lot	██████████	██████████
2001					██████████
2001AA	Option 1 - Provide professional, technical, and advisory support to implement merit staffing program within SEA 107. (O&MN,N)	1.0	Lot	██████████	██████████
2001BA	Option 1 - Provide HR operations support within	1.0	Lot	██████████	██████████

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SEA 107. (O&MN,N)

2001CA	Option 1 - Re-engineering of various civilian manpower budgeting processes within SEA 103. (O&MN,N)	1.0 Lot		
2001DA	Option 1 - Civilian personnel payroll process support within SEA 103. (O&MN,N)	1.0 Lot		
2002				
2002AA	Option 2 - Provide professional, technical, and advisory support to implement merit staffing program within SEA 107. (O&MN,N)	1.0 Lot		
2002BA	Option 2 - Provide HR operations support within SEA 107. (O&MN,N)	1.0 Lot		
2002CA	Option 2 - Re-engineering of various civilian manpower budgeting processes within SEA 103. (O&MN,N)	1.0 Lot		
2002DA	Option 2 - Civilian personnel payroll process support within SEA 103. (O&MN,N)	1.0 Lot		
2002EA	Option 2 - Civilian personnel payroll process support within SEA 103. (O&MN,N)	1.0 Lot		
2002FA	EEO Support (O&MN,N)	1.0 Lot		
2002GA	Task 1 (O&MN,N)	1.0 Lot		
2002HA	Task 2 (O&MN,N)	1.0 Lot		
2002JA	Task 3 (O&MN,N)	1.0 Lot		

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2002KA Task 4 (O&MN,N)	1.0 Lot	██████████	██████████
2002LA Provide HR operations support within SEA 107 (O&MN,N)	1.0 Lot	██████████	██████████
2002MA Provide professional, technical, and advisory support to implement merit staffing program within SEA 107 (O&MN,N)	1.0 Lot	██████████	██████████
2002NA Re-engineering of various civilian manpower budgeting processes within SEA 103 (O&MN,N)	1.0 Lot	██████████	██████████
2002PA SEA 08 Support (O&MN,N)	1.0 Lot	██████████	██████████
2002QA EEO Office Support (O&MN,N)	1.0 Lot	██████████	██████████
2002RA Civilian personnel payroll process support within SEA 103 (O&MN,N)	1.0 Lot	██████████	██████████

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
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3000			██████████
3000AA Base Year - Other Direct Costs in Support of SLINs 2000AA, 2000BA, 2000CA, 2000DA. (O&MN,N)	1.0 Lot		██████████
3001			██████████
3001AA Option 1 - Other Direct Costs in support of SLINs 2001AA, 2001BA, 2001CA, 2001DA. (O&MN,N)	1.0 Lot		██████████
3002			██████████
3002AA Support SLIN 2002QA (O&MN,N)	1.0 Lot		██████████

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3002AB SEA 08 ODCs 1.0 Lot [REDACTED]
(O&MN,N)

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price

5000				[REDACTED]
5000AA	Option 3 - Provide professional, technical, and advisory support to implement merit staffing program within SEA 107. (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
5000BA	Option 3 - Provide HR operations support within SEA 107. (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
5000CA	Option 3 - Re-engineering of various civilian manpower budgeting processes within SEA 103. (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
5000DA	Option 3 - Civilian personnel payroll process support within SEA 103. (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
5001				[REDACTED]
5001AA	Option 4 - Provide professional, technical, and advisory support to implement merit staffing program within SEA 107. (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
5001AB	Option 4 - Provide professional, technical, and advisory support to implement merit staffing program within SEA 107. (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
5001BA	Option 4 -	1.0 Lot	[REDACTED]	[REDACTED]

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Provide HR operations support within SEA 107. (O&MN,N)

5001BB	Option 4 - Provide HR operations support within SEA 107. (O&MN,N)	1.0 Lot	██████████	██████████
5001CA	Option 4 - Re-engineering of various civilian manpower budgeting processes within SEA 103. (O&MN,N)	1.0 Lot	██████████	██████████
5001CB	Option 4 - Re-engineering of various civilian manpower budgeting processes within SEA 103. (O&MN,N)	1.0 Lot	██████████	██████████
5001DA	Option 4 - Civilian personnel payroll process support within SEA 103. (O&MN,N)	1.0 Lot	██████████	██████████
5001DB	Option 4 - Civilian personnel payroll process support within SEA 103. (O&MN,N)	1.0 Lot	██████████	██████████
5001EA	Provide professional, technical, and advisory support to implement merit staffing program within SEA 08 (O&MN,N)	1.0 Lot	██████████	██████████
5001EB	Provide professional, technical, and advisory support to implement merit staffing program within SEA 08 (O&MN,N)	1.0 Lot	██████████	██████████
5001FA	Provide professional, technical, and advisory support to implement merit staffing	1.0 LH	██████████	██████████

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program within
EEO/SEA 10TE
Office Support.
(O&MN,N)

5001FB	Provide professional, technical, and advisory support to implement merit staffing program within EEO/SEA 10TE Office Support. (O&MN,N)	1.0 Lot	██████████	██████████
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For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost

6000				██████████
6000AA	Option 3 - Other Direct Costs in support of SLINs 5000AA, 5000BA, 5000CA, 5000DA with in SEA 08. (O&MN,N)	1.0 Lot		██████████
6001				██████████
6001AA	Option 4 - Other Direct Costs in support of SLINs 5001AA, 5001BA, 5001CA, 5001DA. (O&MN,N)	1.0 Lot		██████████

NOTE A - Option item to which the option clause in SECTION I2 applies and which is to be supplied only if, and to the extent, said option is exercised.

The clause entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF FUNDS" (FAR 52.232-22), as appropriate, shall apply separately and independently to each separately identified estimated cost.

CONTRACT TYPE SUMMARY FOR PAYMENT OFFICE (COST TYPE)

All Items are firm fixed price.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE BASED STATEMENT OF WORK

GENERAL INFORMATION

BACKGROUND

SEA-107 provides responsive, customer focused HR/EEO advice, guidance and support services to enable managers to acquire and sustain the skilled, properly sized, motivated, and diverse workforce essential to accomplish NAVSEA's mission. SEA-103 is the Financial Management Division under NAVSEA's Corporate Operations Directorate (SEA 10). They provide HQ/PEO salary budget formulation/execution, support services for SEA 00, 01, 02, and 10 codes, onboard counts, reimbursable manpower controls and execution, small purchase contract funding execution, SLDCADA system admin/help desk service, payroll execution, and total force manpower requirements (civilian, military, contractors).

SCOPE

This statement of work describes assistance to the Command Human Resources/Equal Employment Office, Corporate Operations Office (SEA 107), Command Human Resources/EEO Division and the NAVSEA Corporate Operations and Financial Management/Budget Branch (SEA 103). The primary requirement is for a broad spectrum of support tasks associated with recommendations for staffing classification, civilian manpower budget preparation, exhibits, and to a lesser degree, clerical, administrative and data management.

PERFORMANCE STANDARD

The following performance standards shall apply to the contractor's work product under this Task Order:

- The Contractor's work products 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 provided by technical instructions during performance.
- Data deliverables, including studies and analyses, recommendations, presentations, and other data 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 – All data deliverables shall be free of spelling errors, grammatically correct, correct format, technically correct, and fully coordinated with any stakeholders. All data deliverables shall be fully compatible with Oracle based competency management/training software, Navy Marine Corps Intranet (NMCI) format for Microsoft Word, Excel, PowerPoint, Outlook, MDCPDS, and other application programs.

MONITORING METHOD

Government review and assessment of data deliverables and products. Contractor monthly reports of work accomplished, including monthly reports of active and completed tasks, and customer feedback including whether the sponsor was satisfied or not satisfied.

GENERAL REQUIREMENTS

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- Unless otherwise specified in the Statement of Work, all support services shall be provided on site in the Washington Navy Yard. Some limited travel may be involved to the DFAS Columbus office for the Financial/Systems Analysts.

- 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 within the areas of HR staffing support, governmental budgeting processes, and civilian payroll support. 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 timeframe provided by the Government. The Contractor shall execute the scope of work and shall ensure 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 will utilize Navy owned furnishing and equipment to perform these services.

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

- The Government has the right to terminate the Task Order in whole or in part for the convenience of the Government in accordance with Clause FAR 52.249-2 of the MAC contract.

SECURITY REQUIREMENTS

Most of the work under this contract shall be UNCLASSIFIED. A portion may be classified at the Confidential or Secret level. However, much of the work is Business Sensitive and Privacy Act protected so the Contractor shall ensure that all personnel assigned to performance of this Task Order understand that such information shall be kept "close-hold" and shall not be disclosed outside of the Program Office. Additionally, all ADP positions required for database support shall 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. All contractor Personnel shall be U.S. citizens.
- b. All personnel shall have a SECRET clearance.

SPECIFIC TASKS

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

TASK 1 – MERIT STAFFING PROGRAM SUPPORT

1.1 The contractor shall provide professional, technical, advisory support and recommendations to assist the Government's implementation of the merit staffing program:

- Assist the Government in examining the merit staffing plan and other regulatory guidance.

- Identify all recruitment sources for the Government to use in identifying highly qualified candidates to fill vacant positions. This includes re-assignments, change to lower grades, Office of Personnel Management Register, direct hire eligible and other special hiring authorities.

- Assist the Government in applying the requirements of the DOD Priority Placement Program, DOD Reemployment Priority List and other re-promotion/priority consideration lists to the merit staffing program.

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- Provide job analysis and advice and assist in the development of crediting plans. (DRL A004 applies.)
- Assist the Government to conduct qualifications analysis on a variety of professional and administrative positions filled through the competitive process. This does not include the people filling the positions or the people applying to fill the positions.
- Provide advice on crediting plans within the overall merit staffing program. (DRL A004 applies.)
- Provide advice on outplacement services such as Priority Placement Program (PPP) registration, Voluntary Separation Incentive Pay (VSIP)/Voluntary Early Retirement Authority (VERA) assistance, etc. (DRL A004 applies.)

1.2 The contractor shall assist in writing or rewriting a position description (PD) and providing an evaluation statement in the factor evaluation system (FES) format. This will not include evaluating Government employees or potential Government employees.

- Interview management officials, supervisors, and/or specialist and provide notes of interviews to assist in the Government's determination of the proper duties and responsibilities for the position. (DRL A004 applies.)
- Assist in preparing draft position descriptions to assist the Government in writing a position description. (DRL A004 applies.)
- Assist in classifying position descriptions in occupational series such as technical, scientific, engineering, managerial, staff, or clerical support.
- Assist in providing advisory classification recommendations. (DRL A004 may apply.)
- Assist in developing standard position descriptions for use by large organizations. (DRL A004 may apply.)
- Review existing and proposed position descriptions against current staffing plans and assist in providing recommendations regarding possible changes. (DRL A004 may apply.)
- Analyze and assist Government personnel to provide recommendations for grade structures and position management strategies. (DRL A004 may apply.)
- Assist in conducting position classification desk audits, interviewing current employees and supervisors. Provide interview notes and analysis with recommendations to Government personnel. (DRL A004 applies.)
- Assist in identifying variances between work actually performed and the official position description.
- Assist in drafting an FES evaluation statement, including a discussion of factors based on the audit. (DRL A004 may apply.)

1.3 The contractor shall provide a variety of administrative and data management support.

- Input specific types of personnel actions into the Modern Defense Civilian Personnel Data System (MDCPDS).
- Perform quality checks on database contents and make corrections.
- Print and distribute vacancy announcements.
- Prepare outgoing mail including draft notification and offer letters. (DRL A004 applies.)
- Collect applications for vacancy announcements.
- Input into appropriate database.

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- Prepare merit promotion certificates (DRL A004 applies) and closeout merit promotion case files.
- Operate and maintain Priority Placement Program database.
- File, update, and maintain merit staffing case files.
- Prepare and box records for transfer to the Human Resources Service Center (HRSC).
- Prepare copies of administrative case files.
- Answer telephones and route callers/visitors. The Contractor shall clearly identify to all callers that they are speaking to a support contractor and not a Government employee.
- Gather, compile, and deliver data to support metrics and prepare graphics. (DRL A004 applies.)

TASK 2 – HR OPERATIONS SUPPORT

2.1 Assist SEA 107 with any routine projects involving HR operations.

- Copy recruitment folders.
- Request for SEA 107, safeguard, mail and return Official Personnel Folders to HRSCNW.
- Scan documents into, and maintain, position description library.
- Scan documents into, and maintain, employee performance evaluation files.
- Print and distribute Standard Form 50s (Notifications of Personnel Actions).
- Assemble and mail performance and medical files when employees separate.
- Assist SEA 107 as a PCS Coordinator.

2.2 Assist in developing and coordinating an award program.

- Assist in developing and maintaining an inventory of pins, certificates, and folders for length of service and other awards for Government employees
- Assist the Awards Program Coordinator to set up NAVSEA Awards ceremonies including scheduling and setting up conference rooms and organizing the awards that will be presented.
- Utilize the following programs: WAMO for printing reports regarding certificate eligibility, CDMS to upload employee appraisals, NAVSEA (website) to post and remove flyers in addition to helping SEA 107 upload files for Awards Toolkit, and OPM and other Federal websites to download instructions and files pertaining to Awards and HR

TASK 3 – RE-ENGINEERING OF VARIOUS MANPOWER BUDGETING PROCESSES

3.1 The contractor shall assist NAVSEA 103 to evaluate all processes involved in the creation and submission of civilian manpower budgets and exhibits.

- Assist in the development of an automation plan to address shortfalls in the existing processes including (but not limited to): manual re-entry of data from printed reports into pricing models; manual gathering of field activity input using emails/spreadsheets; manual transformation of data from various reports to budget exhibit formats; manual reconciliation between PBIS database and CMBUS. (DRL A005 applies.)

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- Provide expert analysis and recommendations on Personnel/Budget data storage solutions.
- Assist in the development of training materials and training plan on the Civilian manpower budget process and Facilitate training. (DRL A005 applies.)
- Upon approval of the automation plan, assist in the development of a prototype automated system to improve the workflows to replace or eliminate existing processes or systems.
- The contractor shall have in-depth knowledge of the NAVSEA HQ civilian personnel budget processes and related systems.
- The contractor will be granted access to the WAMO database in order to extract necessary data.

TASK 4 – CIVILIAN PERSONNEL PAYROLL PROCESS SUPPORT

4.1 The contractor shall:

- Assist SEA 103 with monitoring civilian personnel payroll execution including monitoring of obligations and expenditures. This includes assisting with reconciliation of problem disbursements utilizing STARS, DCPS, and DCPDS.
- Assist in the development of a new process to track Pay Pool data and “manage to payroll” information by organization. Each pay period, the contractor shall download the Gross Pay files from DCPS and load them into the WAMO database so the data can be used to generate necessary analysis reports.
- Support, update, and maintain the COGNOS upfront web application. The contractor will be granted necessary access to the WAMO database and COGNOS Web servers to produce reports and perform analyses. (DRL A006 applies.)
- Investigate and report the Pros and Cons of using “Budget Builder” in place of COGNOS for reporting execution data for Headquarters/PEO’s. (DRL A007 applies.)
- Each month the contractor shall assist with cash analysis reports, updating various spreadsheets/reports with up to date execution data. (DRL A004 applies.)

DATA REQUIREMENT LISTS (DRLs)

A001 Monthly Progress Report to include the names of all personnel charging to the Program during the reporting period due on the last day of each month. This report shall also incorporate a manpower and spending plan for the period of performance and show dollars expended on a monthly basis to include a summary of work provided and a financial summary.

A002 Monthly Meeting Schedule due the first day of each month.

A003 Meeting Minutes due within 5 days after the meeting.

A004 Technical/Management Documentation to include reports, documents, agendas, spreadsheets, presentations/briefings, memorandums of agreement and understanding (MOA/MOU), program plans, and financial reports, analyses, and recommendations due in accordance with the schedule set up in the Technical Instruction under which it is required.

A005 Automation Plan which shall include training materials and training plan due on or before 30 September 2008. (Task 3)

A006 Updated COGNOS Cubes: Published reports due bi-weekly on the last day of the period. An overall monthly published report is also required to be delivered on the last day of the month. (Task 4)

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A007 Published report regarding the pros and cons of using "Budget Builder" in place of COGNOS for reporting execution data for Headquarters/PEO's shall be due on or before 30 September 2008.

NOTE A: All deliverables (A001 – A007) shall be addressed to the Task Order Manager (TOM) and Business Financial Manager (BFM) for this task order.

NOTE B: Data deliverables are not separately priced. The cost of data deliverables shall be included in the offeror's fixed price offer for the CLINS/SLINS provided in Section B.

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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 SeaportE Multiple Award IDIQ contract.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

2000AA	1/1/2007 - 9/30/2007
2000BA	1/1/2007 - 9/30/2007
2000CA	1/1/2007 - 9/30/2007
2000DA	1/1/2007 - 9/30/2007
2000EA	9/11/2007 - 9/30/2007
2001AA	2/8/2008 - 12/31/2008
2001BA	2/8/2008 - 12/31/2008
2001CA	2/8/2008 - 12/31/2008
2001DA	2/8/2008 - 12/31/2008
2002AA	10/1/2008 - 9/30/2009
2002BA	10/1/2008 - 9/30/2009
2002CA	10/1/2008 - 9/30/2009
2002DA	10/1/2008 - 9/30/2009
2002EA	2/26/2009 - 9/30/2009
2002FA	4/1/2009 - 9/30/2009
2002GA	4/1/2009 - 9/30/2009
2002HA	4/1/2009 - 9/30/2009
2002JA	4/1/2009 - 9/30/2009
2002KA	4/1/2009 - 9/30/2009
2002LA	7/1/2009 - 12/31/2009
2002MA	7/1/2009 - 12/31/2009
2002NA	7/1/2009 - 12/31/2009
2002PA	7/1/2009 - 9/30/2009
2002QA	7/1/2009 - 12/31/2009
2002RA	7/1/2009 - 12/31/2009
3000AA	1/1/2007 - 9/30/2007
3001AA	10/1/2007 - 9/30/2008
3002AA	10/1/2008 - 9/30/2009
3002AB	4/1/2009 - 9/30/2009
5000AA	1/1/2010 - 3/31/2010
5000BA	1/1/2010 - 3/31/2010
5000CA	1/1/2010 - 3/31/2010
5000DA	1/1/2010 - 3/31/2010
5001AA	4/1/2010 - 8/1/2010
5001AB	4/1/2010 - 8/1/2010
5001BA	4/1/2010 - 8/1/2010
5001BB	4/1/2010 - 8/1/2010
5001CA	4/1/2010 - 8/1/2010

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5001CB	4/1/2010 - 8/1/2010
5001DA	4/1/2010 - 8/1/2010
5001DB	4/1/2010 - 8/1/2010
5001EA	1/1/2010 - 3/31/2010
5001EB	4/1/2010 - 8/1/2010
5001FA	1/1/2010 - 3/31/2010
5001FB	4/1/2010 - 8/1/2010
6000AA	10/1/2009 - 9/30/2010
6001AA	10/1/2010 - 9/30/2011

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
 April M. Jackson
 1333 Isaac Hull Avenue, SE
 Washington, DC 20376
 E-mail: april.m.jackson@navy.mil
 Telephone: (202) 781-1746

Accounting Data

SLINID	PR Number	Amount
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MOD 11 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 12

5001EA N0002410MF [REDACTED] [REDACTED]
 LLA :
 AJ 17018048B5B251WZS8H00683422D00000015B40000MSCC

MOD 12 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 13

5001AA [REDACTED]
 LLA :
 AL 17 0 1804 8T1M 251 WZ S10 0 068342 2D 000000 41M24 SWE MISC

5001BA [REDACTED]
 LLA :
 AL 17 0 1804 8T1M 251 WZ S10 0 068342 2D 000000 41M24 SWE MISC

5001CA [REDACTED]
 LLA :
 AL 17 0 1804 8T1M 251 WZ S10 0 068342 2D 000000 41M24 SWE MISC

5001DA [REDACTED]
 LLA :
 AL 17 0 1804 8T1M 251 WZ S10 0 068342 2D 000000 41M24 SWE MISC

5001EA N0002410MF [REDACTED] [REDACTED]
 LLA :
 AJ 17018048B5B251WZS8H00683422D00000015B40000MSCC

5001FA [REDACTED]
 LLA :
 AL 17 0 1804 8T1M 251 WZ S10 0 068342 2D 000000 41M24 SWE MISC

6000AA [REDACTED]
 LLA :
 AK 17 0 1804 8B5B 252 WZ S8H 0 068342 2D 000000 15B40 000 MCSS

MOD 13 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 14 Funding [REDACTED]
 Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUB Zone small business concern, a small business concern certified by the SBA for participation in the SBA's 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H19.

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:

(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) 2000AA, 2000BA, 2000CA, 2000DA, 2000EA, 2001AA, 2001BA, 2001CA, 2001DA, 2002BA, 2002EA, 2002GA, 2002FA, 2002KA, 2002HA, 2002JA, 2002LA, 2002MA, 2002NA, 2002PA, 2002QA, 2002RA, 3002AA, 3002AB and 5001EA 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.

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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	09/30/2007
Option 2	09/30/2008
Option 3	09/30/2009
Option 4	09/30/2010

(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 ON SUBCONTRACTING (DEC 1996)

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SECTION J LIST OF ATTACHMENTS

Attachment 1 - DD254

Attachment 2 - FAD N00178-04-D-4028-EH05

Attachment 3 - FAD N00178-04-D-4028-EH0501

Attachment 4 - FAD N00178-04-D-4028-EH0502

Attachment 5 - FAD sheet for mod 3 in the amount of [REDACTED] (O&MN)

Attachment 6 - FAD sheet for mod 5 in the amount of [REDACTED] (O&MN)

Attachment 7 - FAD Sheet for modification 8

Attachment 8 - FAD Sheet for modification 09

Attachment 9 - FAD sheet for modification 10

Attachment 10 - FAD Sheet for modification 11

Attachment 11 - FAD Sheet for modification 12

Attachment 12 - FAD Sheet for modification 13

Attachment 13 - FAD Sheet for modification 14