

DELIVERY ORDER

FINAL

1. CONTRACT NO. N00178-04-D-4028		2. DELIVERY ORDER NO. FD0109		3. EFFECTIVE DATE ORIG 12/01/2005 MOD 01/17/2008		4. PURCHASE REQUEST NO. N00167-08-MR-63458	
5. ISSUED BY NSWC, CARDEROCK DIVISION, MARYLAND 9500 MacArthur Blvd West Bethesda MD 20817 douglas.m.smith@navy.mil 301-227-1640			CODE N00167	6. ADMINISTERED BY DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299			CODE S2101A
7. CONTRACTOR The Columbia Group, Incorporated 1201 M Street SE, Suite 010 Washington DC 20003			CODE 3D060	FACILITY	8. DELIVERY DATE See Section F		
						9. CLOSING DATE/TIME (hours local time – Block 5 issuing office)	
						SET ASIDE TYPE	
						10. MAIL INVOICES TO See Section G	
11. SHIP TO See Section D				12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43213			
				CODE HQ0338			
13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
The Columbia Group, Incorporated				Jeff Beckner			
NAME OF CONTRACTOR				SIGNATURE			
				TYPED NAME AND TITLE			
				DATE SIGNED			
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES		17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT	
See the Following Pages							
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			21. UNITED STATES OF AMERICA By: Douglas M. Smith			22. TOTAL 01/17/2008 CONTRACTING/ORDERING OFFICER	
						\$744,547.00	
SECTION	DESCRIPTION			SECTION	DESCRIPTION		
B	SUPPLIES OR SERVICES AND PRICES/COSTS			H	SPECIAL CONTRACT REQUIREMENTS		
C	DESCRIPTION/SPECS/WORK STATEMENT			I	CONTRACT CLAUSES		
D	PACKAGING AND MARKING			J	LIST OF ATTACHMENTS		
E	INSPECTION AND ACCEPTANCE						
F	DELIVERIES OR PERFORMANCE						
G	CONTRACT ADMINISTRATION DATA						

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 2 of 2
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GENERAL INFORMATION

The purpose of this modification is to correct errors on page #2 of modification FD0108 under the subject Task Order regarding the two new funding SLINs as follows:

From:

SLIN 000114 \$90,992.00 PR #80105464 ACRN AD
SLIN 000305 \$3,401.00 PR #80105464 ACRN AD

To:

SLIN 100014 \$90,922.00 PR #80105464 ACRN AD
SLIN 300005 \$3,401.00 PR #80105464 ACRN AD

All other terms and conditions remain unchanged.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 1 of 23
----------------------------------	------------------------------	-----------------

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	Systems Analyst Support Services (TBD)	1.0 Lot	██████████	██████████	\$724,447.00
100001	Incremental Funding for the Continuing Process Improvement, Code 007 Task 2.1		\$85,189.00		
100002	Incremental Funding for the Commanding Officer, Code 00 Task 2.2		\$72,136.00		
100003	Incremental Funding for the Product Area Director (PAD)		\$76,200.00		
100004	Incremental Funding for the Code 30 Operations Dept. Task 2.4		\$30,000.00		
100005	Incremental Funding for the Maritime Technology Center Task 2.3		\$90,000.00		
100006	Incremental Funding for the Commanding Officer, Code 00 Task 2.2		\$35,000.00		
100007	Incremental Funding for the Code 30 Division Director. Task 2.5		\$35,000.00		
100008	Incremental Funding for Code				

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 2 of 23
----------------------------------	------------------------------	-----------------

30 Operations
Dept.
\$10,000.00 Task
2.4

100009 Incremental
Funding for Code
34 Corporate
Information
Services Division
Task 2.6
\$50,000.00

100010 Incremental
Funding, Code 30
Operations Dept.
Navy
Directives Task
2.7
\$49,000.00

100011 Incremental
Funding, Code 30
Operations Dept.
Task 2.5
\$28,000.00

100012 Incremental
Funding for the
Maritime
Technology
Center, Task 2.3
\$34,000.00

100013 Incremental
Funding for Code
34 Corporate
Information
Services Division
Task 2.6
\$36,000.00

100014 Final Incremental
Funding
\$90,922.00 for
all tasks

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000	Other Direct Costs (TBD)		1.0 Lot	\$20,100.00
300001	Incremental funding for other direct costs associated with SLIN 100001			\$2,233.00
300002	Incremental funding for other			

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 3 of 23
----------------------------------	------------------------------	-----------------

direct costs
associated with
SLIN 100002
\$2,233.00

300003 Incremental
funding for other
direct costs
associated with
SLIN 100003
\$2,233.00

300004 Incremental
funding for other
direct costs
associated with
SLIN 100005
\$10,000.00

300005 Incremental
funding for other
direct costs
associated with
SLIN 100014
\$3,401.00

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 4 of 23
----------------------------------	------------------------------	-----------------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

This is a performance based Statement of Work. The effort performed hereunder will be evaluated in accordance with the performance standards/acceptable quality levels described in provision CAR H07 in Section H and the Performance Based Evaluation Criteria and Standards Table which is a Section J attachment.

1.0 DESCRIPTION

Provide systems analyst support services for the following four offices: NSWCCD Continuous Process Improvement, Code 007 (See Paragraph 2.1), Naval Surface Warfare Center Carderock Division (NSWCCD) Commanding Officer, Code 00 (See Paragraph 2.2), Product Area Director for Ship and Ship Systems (PAD)(See Paragraph 2.3), and the Operations Department, Code 30 (See Paragraph 2.4 and 2.5) which are all located at 9500 MacArthur Boulevard, West Bethesda, MD 20817-5700.

2.0 SCOPE OF WORK

2.1 The contractor shall provide one (1) systems analyst to support the NSWCCD assisting the Continuous Process Improvement Office Code 007 and other office personnel. This position requires an extensive working knowledge of NAVSEA Lean Six Sigma, experience in information technology systems, strong analytical and communications skills, a comprehensive understanding of computer technology and experience in working with a highly technical staff. Primary duties to be performed on a continuous basis include: (POSITION VACANT UNTIL NOTIFIED)

2.1.1 Advise Black Belts and Green Belts in their efforts to comply with NAVSEA Lean reporting requirements. This entails extensive training and knowledge of NAVSEA Lean Six Sigma principles and practices including Cost Reduction reporting, and Value Stream Analysis and Rapid Improvement Event reporting requirements at the Naval Surface Warfare Center and NAVSEA Headquarters levels. Advise Black Belts and Green Belts if they have deficiencies in event charters or post event reports;

2.1.2 Manage and control the Lean Champion on-line calendar, including arranging meetings, preparation of related materials and coordination of attendance;

2.1.3 Attend technical and non-technical meetings and conferences as directed to keep notes of commitments made by the Lean Champion, inform cognizant subordinates of action items as necessary and see that commitments are met;

2.1.4 Receive, screen and redirect calls and visitors to the Lean Champion's office; answer questions and resolve issues involving information technology and other established policies, and redirect inquiries to subordinate staff as appropriate;

2.1.5 Receive and review all incoming technical and administrative correspondence, reply to that not requiring the Lean Champion's attention, route matters requiring action by others and follow-up to ensure actions are completed;

2.1.6 Review all technical and administrative correspondence prepared for the Lean Champion's signature for clarity, completeness, conformance with Lean Champion's preferences and grammatical/procedural correctness; return inadequate items for correction;

2.1.7 During periods of the Lean Champion's absence, maintain a file of correspondence and events of which the Champion should be aware, and brief the Champion upon return;

2.1.8 Review established office management processes, procedures and technology, recognize need for revisions or improvements, prepare recommendations and present to the Lean Champion for approval;

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 5 of 23
----------------------------------	------------------------------	-----------------

2.1.9 Interface with high-ranking technical and non-technical persons and higher echelon organizations in the Department of the Navy and with numerous other external organizations with which the Division is involved;

2.1.10 Apply administrative and technological concepts, principles and practices sufficient to serve at the executive management level, using highly developed oral and written communications skills; and,

2.1.11 Operate office automation systems and use applicable office automation software; including ability to produce Word documents, and to modify PowerPoint presentations and Excel spreadsheets.

2.1.12 Potential Travel – Four trips to Philadelphia (3 days per trip) and two trips to Norfolk, VA (4 days per trip).

2.2 The contractor shall provide one (1) systems analyst to support the NSWCCD assisting the Commanding Officer's Office Code 00 and other staff personnel. This position requires an extensive working knowledge of Naval Surface Warfare Center operations, experience in information technology systems, strong analytical and communications skills, a comprehensive understanding of computer technology and experience in working with a highly technical staff. Primary duties to be performed on a continuous basis include:

2.2.1 Interface with high-ranking technical and non-technical persons and higher echelon organizations in the Department of the Navy and with numerous other external organizations with which the Division is involved. Determine which NSWCCD technical codes and Points of Contact (POC's) are appropriate to handle various technical and non-technical problems and issues;

2.2.2 Manage and control the Commanding Officer's on-line calendar, including arranging meetings, preparation of related materials and coordination of attendance;

2.2.3 Attend technical and non-technical meetings and conferences as directed to keep notes of commitments made by the Commanding Officer, inform cognizant subordinates of action items as necessary and see that commitments are met;

2.2.4 Receive, screen and redirect calls and visitors to the Commanding Officer's office; answer questions and resolve issues involving information technology and other established policies, and redirect inquiries to subordinate staff as appropriate;

2.2.5 Receive and review all incoming technical and administrative correspondence, reply to that not requiring the Commanding Officer's attention, route matters requiring action by others and follow-up to ensure actions are completed;

2.2.6 Review all technical and administrative correspondence prepared for the Commanding Officer's signature for clarity, completeness, conformance with Commanding Officer's preferences and grammatical/procedural correctness; return inadequate items for correction;

2.2.7 During periods of the Commanding Officer's absence, maintain a file of correspondence and events of which the Commanding Officer should be aware, and brief the Commanding Officer upon return;

2.2.8 Review established office management processes, procedures and technology, recognize need for revisions or improvements, prepare recommendations and present to the Commanding Officer for approval;

2.2.9 Apply administrative and technological concepts, principles and practices sufficient to serve at the executive management level, using highly developed oral and written communications skills; and,

2.2.10 Operate office automation systems and use applicable office automation software; including ability to produce Word documents, and to modify PowerPoint presentations and Excel spreadsheets. Detailed knowledge of Defense Travel System (DTS).

2.3 The contractor shall provide (1) Systems Analyst to support the Corporate Information Services Division in the Maritime Technology Information Center. This position requires general management of the facility, establishment of

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 6 of 23
----------------------------------	------------------------------	-----------------

protocol and procedures for the facility, scheduling, marketing, coordination of events and management of event support staff. Additional surge support will be provided by contractor staff as determined by the government according to customer demand. Contractor will maintain a pre-selected and government-approved pool of prospective event personnel to staff larger events.

Provide material and support (CLIN 0003), which may include but not be limited to set up, registration, marketing support and clean up for various conferences as required.

2.3.1 Perform or arrange for event planning, scheduling, catering, budgeting, logistics, liaison with other contractors, administrative support, marketing, message/brand development, writing and publication services and visual media, to include still, video, multimedia as well as other public affairs support services.

2.3.2 Receive calls and manage facility requests through the Conference Room Reservation System. Meeting/event calendar coordination and publication – the contractor must create and maintain a central calendar of events for booking and services acquisition. This calendar should be published for public review on the NSWCCD Web site, the NSWCCD intranet and in specified other media as determined by NSWCCD Corporate Information Services.

2.3.3 Coordinate with existing Audio-Visual/Tech Support contractor responsible for audio visual/video teleconference support functions.

2.3.4 Coordinate with existing food service provider at West Bethesda for large conferences for catering support. If the on-site food service provider declines to support a large event, obtain catering support from other area vendors.

2.3.5 Apply administrative and technological concepts, principles and practices sufficient to serve at the executive management level, using highly developed oral and written communications skills; and,

2.3.6 Operate office automation systems and use applicable office automation software; including ability to produce Word documents, PowerPoint presentations and Excel spreadsheets.

2.4 The contractor shall provide one (1) Analyst to support the NSWCCD assisting the Operations Department, Code 30 and other staff personnel to provide budget and financial management support. The purpose of this effort is to ensure professional quality budget and financial tracking and analysis and maintain and conduct reconciliation for the Operations Department. Primary duties to be performed on a continuous basis include:

2.4.1 Prepare customized reports for site managers extracting data from the Corporate Data Base.

2.4.2 Monitor accrual schedules and follow up to ensure appropriate costing.

2.4.3 Research unmatched disbursements, some several years old, and provide information to department managers and comptroller department employees.

2.4.4 Prepare recall documents on prior fiscal year funding to assist in past budget records reconciliation.

2.4.5 Review and analyze reports using the Division Corporate Database.

2.4.6 Responsible for verifying, checking, organizing, compiling and identifying budgetary data related to line items and appropriations for programs and expenses.

2.4.7 Serve as a liaison between NSWCCD Operations Department and other agencies to make sure outgoing funding is accepted.

2.4.8 Review and analyze Service Cost Center reports for Code 30, Operations Department.

2.4.9 Provide a separate monthly Progress Report directly to Code 30 indicating the amount expended and the number of labor hours used during the reporting period and the cumulative amount expended and labor hours used to date. In addition, a separate travel report will be required when travel is necessary.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 7 of 23
----------------------------------	------------------------------	-----------------

2.4.10 The contractor shall be furnished with all pertinent documentation including access to the financial information system (corporate database, ILSMIS requisition system, etc.)

2.4.11 Contractor may be required to travel between Carderock and Philadelphia one trip per month.

2.4.12 The period of performance shall not exceed 30 Sep 06. Contractor personnel shall work Monday through Friday during normal working hours, 8 1/2 hours per day, including 1/2 hour for lunch.

2.5 The contractor shall provide one (1) Systems Analyst to support the Operations Department (Code 30). This position requires an extensive knowledge of Administrative Business Operations, specific working knowledge of Naval Administration, and knowledge of the Naval Surface Warfare Center operations. Also required are strong analytical and communications skills, a comprehensive understanding of computer technology and experience in working with a highly technical staff. Primary duties to be performed on a continuous basis include:

2.5.1 Interface with high-ranking technical and non-technical persons and higher echelon organizations in the Department of the Navy and with numerous other external organizations with which the Department is involved. Have a detailed knowledge of which NAVSEA, NSWC codes and Points of Contact (POC's) are appropriate to handle various technical and non-technical problems and issues;

2.5.2 Manage and control the Department Head's on-line calendar, including arranging meetings, preparation of related materials and coordination of attendance;

2.5.3 Attend technical and non-technical meetings and conferences as directed to keep notes of commitments made by the Department Head, inform cognizant subordinates of action items as necessary and see that commitments are met;

2.5.4 Receive, screen and redirect calls and visitors to the Department Head's office; answer questions and resolve issues involving information technology and other established policies, and redirect inquiries to subordinate staff as appropriate;

2.5.5 Receive and review all incoming technical and administrative correspondence, reply to that not requiring the Department Head's attention, route matters requiring action by others and follow-up to ensure actions are completed;

2.5.6 Review all technical and administrative correspondence prepared for the Department Head's signature for clarity, completeness, conformance with his preferences and grammatical/procedural correctness; return inadequate items for correction;

2.5.7 During periods of the Department Head's absence, maintain a file of correspondence and events of which he should be aware, and brief him upon return;

2.5.8 Review established office management processes, procedures and technology, recognize need for revisions or improvements; prepare recommendations and present to the Department Head for approval;

2.5.9 Apply administrative and technological concepts, principles and practices sufficient to serve at the executive management level, using highly developed oral and written communications skills; and,

2.5.10 Operate office automation systems and use applicable office automation software; including ability to produce Word documents, and to modify PowerPoint presentations and Excel spreadsheets. Detailed knowledge of Defense Travel System (DTS).

2.5.11 Potential Travel – Four trips to Philadelphia (3 days per trip).

Additional Responsibilities

2.5.12 Conference coordination required for departmental sponsored/ endorsed events.

2.5.14 Analyze and track the department budget, track the budget for the department, comparing budget to actuals.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 8 of 23
----------------------------------	------------------------------	-----------------

2.5.15 Support the Administrative Officer with correspondence, reports and meeting minutes.

2.5.16 Update & maintain the department correspondence tracking and tickler systems.

2.5.17 Accept/ Process/ Submit Visit requests and other security documents for department & additional support listed above.

2.5.18 Update and prepare presentations and briefs.

2.6 The contractor shall provide one (1) Systems Analyst to support the Corporate Information Services Division (Code 34) and other office personnel in the day to day operation. Primary duties to be performed on a continuous basis include:

2.6.1 Receive and screen all incoming calls and visitors to the Code 34 office, answer questions and assist customers as needed.

2.6.2 Prepare work order assignments using Excel spreadsheets and track the progress of those assignments.

2.6.3 Maintain and update the tracking files in the Public Release Tracking System.

2.6.4 Interface with high-ranking technical and non technical persons and higher echelon organizations in the Department of the Navy and with numerous other external organizations with which the Division is involved.

2.6.5 Operate office automation systems and use applicable office automation software; including Word documents, PowerPoint presentations, etc.

2.6.6 Prepare travel orders in the Defense Travel System as required.

2.6.7 Perform timekeeping duties, entering employees work hours in the SLDCADA time system each week.

2.7 The contractor shall provide one (1) Systems Analyst to support NSWCCD Operations Department, Code 30 and its subordinate divisions of the Carderock Division in the area of Navy Directives.

2.7.1 APPLICABLE DOCUMENTS (Available at: <http://doni.daps.dla.mil/default.asp>)

OPNAV INSTRUCTION 5215.17, Navy Directives Issuance System, dated 13 June 2005

SECNAV INSTRUCTION 5210.11D, Department of Navy File Maintenance Procedures Standard Subject Identification Codes (SSIC), dated 20 October 1987

SECNAV INSTRUCTION 5212.5D, Navy and Marine Corps Records Disposition Manual, dated 22 April 1998

SECNAV INSTRUCTION 5213.10D, Department of the Navy Forms Management Program, dated 24 December 1992

2.7.2 The contractor shall review higher-level directives for application to NSWCCD technical, administrative and clerical operations and recommend the need for the preparation, revision or cancellation of Division level directives.

2.7.3 The contractor shall revise existing and/or develop new Division level directives. The work requires the analysis of Division operations and procedures, data gathering, consultations with program managers, and the formulation and review of proposed policies in the form of a directive. All directives shall be in accordance with the policies and standards set forth in OPNAV Instruction 5215.17.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 9 of 23
----------------------------------	------------------------------	-----------------

2.7.4 The contractor shall coordinate the review and routing of draft directives and closely monitor the status until completion.

2.7.5 The contractor shall revise existing or develop new forms to ensure the proper collection of data in support of NSWCCD. All forms shall be in the proper format, including control number, wording, etc., in accordance with SECNAVINST 5213.10D. All forms shall also be MS-Word and Adobe format.

2.7.6 The contractor shall assist in the review, storage and archiving of records. Records are identified by Standard Subject Identification Code (SSIC) in accordance with SECNAVINST 5210.11D and shall be retained or archived in accordance with the policies and procedures contained in SECNAVINST 5212.5D.

2.7.8 The contractor shall also assist NSWCCD employees with researching and locating directives and forms. Division employees will seek assistance by telephone or email. The contractor will search Department of the Navy, Department of Defense and/or Federal and state websites for requested directives and forms. When information is not available from a website, the contractor will contact the appropriate organization by telephone to obtain assistance.

2.7.9 Performance shall be at NSWCCD West Bethesda, 9500 MacArthur Blvd (Building 121), West Bethesda, MD 20817. The Government shall provide contractor personnel with suitable office space, including a desk, chair, computer equipment and a telephone.

2.7.10 The contractor shall not require any access to classified information during performance.

3.0 WORK HOURS

a. Contractor shall provide one (1) Systems Analyst for the Continuous Process Improvement Office as follows: (CURRENTLY VACANT UNTIL NOTIFIED)

Hours per Week: 40

Days per Week: Monday-Friday (excluding Government Holidays)

Hours per Day: 8.5 (including 30 min. lunch period)

Hours of Operation: Contractor shall work their 8.5 hours anytime between 6:00 am and 3:30pm.

b. Contractor shall provide one (1) Systems Analyst for the Commanding Officer's Office Code 00 as follows:

Hours per Week: 40

Days per Week: Monday-Friday (excluding Government Holidays)

Hours per Day: 8.5 (including 30 min. lunch period)

Hours of Operation: Contractor shall work their 8.5 hours anytime between 6:00 am and 3:30pm.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 10 of 23
----------------------------------	------------------------------	------------------

c. Contractor shall provide one (1) Systems Analyst for the Product Area Director's (PAD) Office for Ship and Ship Systems as follows:

Hours per Week: 40

Days per Week: Monday-Friday (excluding Government Holidays)

Hours per Day: 8.5 (including 30 min. lunch period)

Hours of Operation: Contractor shall work their 8.5 hours anytime between 6:00 am and 3:30pm

d. Contractor shall provide one (1) Systems Analyst for the Operations Department, Code 30 as follows:

Hours per Week: 40

Days per Week: Monday-Friday (excluding Government Holidays)

Hours per Day: 8.5 (including 30 min. lunch period)

Hours of Operation: As approved by Code 30.

e. Contractor shall provide one (1) Systems Analyst for the Operations Department Head Office, Code 30 as follows:

Hours per Week: 40

Days per Week: Monday-Friday (excluding Government Holidays)

Hours per Day: 8.5 (including 30 min. lunch period)

Hours of Operation: As approved by Code 30.

f. Contractor shall provide one (1) Systems Analyst to support the Corporate Information Services Division (Code 34) as follows:

Hours per Week: 40

Days per Week: Monday - Friday (excluding Government Holidays)

Hours per Day: 8.5 (including 30 min. lunch period)

Hours of Operation: As approved by Code 34

g. Contractor shall provide one (1) Systems Analyst to support the Operations Department (Code 30) in the area of Navy Directives as follows:

Hours per Week: 40

Days per Week: Monday - Friday (excluding Government Holidays)

Hours per Day: 8.5 (including 30 min. lunch period)

Hours of Operation: As approved by Code 30

4.0 PERSONNEL QUALIFICATIONS

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 11 of 23
----------------------------------	------------------------------	------------------

a. One (1) Systems Analyst for the Continuous Process Improvement Office (CURRENTLY VACANT UNTIL NOTIFIED): This position requires an extensive working knowledge of NAVSEA Lean Six Sigma, experience in information technology systems, strong analytical and communications skills, a comprehensive understanding of computer technology and experience in working with a highly technical staff. The employee must be a U.S. Citizen. This position requires an individual with good speaking and listening skills, computer skills, and the ability to learn different database systems and be capable of working independently in a fast paced working environment.

b. One (1) Systems Analyst for the Commanding Officer's Office Code 00: This position requires an extensive working knowledge of Naval Surface Warfare Center operations, experience in information technology systems, strong analytical and communications skills, a comprehensive understanding of computer technology and experience in working with a highly technical staff. The employee must be a U.S. Citizen. This position requires an individual with good speaking and listening skills, computer skills, and the ability to learn different database systems and be capable of working independently in a fast paced working environment.

c. One (1) Systems Analyst for the Product Area Director's (PAD) Office: This position requires an extensive knowledge of NAVSEA Product Area Director (PAD) operations, specific working knowledge of the Ship and Ship Systems PAD operations, and knowledge of the Naval Surface Warfare Center operations. Also required are strong analytical and communications skills, a comprehensive understanding of computer technology and experience in working with a highly technical staff. This position requires an individual with good speaking and listening skills, computer skills, and the ability to learn different database systems and be capable of working independently in a fast paced working environment.

d. One (1) Project Analyst for the Operations Department, Code 30: This position requires extensive knowledge in financial analysis, analytical skills, Corporate Database and knowledge of the Naval Surface Warfare Center operations. Also required are strong communication skills and experience working with a highly technical staff. The employee must be a U.S. Citizen. Must have good speaking and listening skills, computer skills and the ability to learn different database systems and be capable of working independently.

e. One (1) Systems Analyst for the Operations Department Head Office: This position requires an extensive knowledge of administrative and business operations, specific working knowledge of the Department and Divisions operations, and knowledge of the Naval Surface Warfare Center operations. Also required are strong analytical and communications skills, a comprehensive understanding of computer technology and experience in working with a highly technical staff. This position requires an individual with good speaking and listening skills, computer skills, and the ability to learn different database systems and be capable of working independently in a fast paced working environment.

f. One (1) Systems Analyst for the Corporate Information Services Division (Code 34): This position requires extensive knowledge of administrative and business operations, strong communication skills, a comprehensive knowledge of information technology and experience working with a highly technical staff. This position requires an individual with good speaking and listening skills, computer skills and the ability to learn different database systems and must be capable of working independently in a fast pace working environment.

g. One (1) Systems Analyst for the Operations Department (Code 30) in the area of Navy Directives. The proposed individual shall be a U.S. citizen, possess at least a high school diploma or equivalent and should have: six years of experience working with DOD level directives; or a bachelor's degree in business or liberal arts and a desired two years of experience. The proposed individual must also possess strong analytical abilities and writing skills and have a basic computer knowledge and skills, and, in particular, a working knowledge of MS-Office. The employee shall be required to attend a 2-day HTML course to enable the individual to assist in the preparation of web documents. Experience must be in the research, development and drafting of directives (policies) and forms and their application in the management process. The individual must be capable of prioritizing assignments and working both independently as and as a member of a team.

5.0 PERFORMANCE PERIOD

The performance period under the resultant task order shall be from effective date of order through three (3) years thereafter or until the level of effort is expended.

6.0 DELIVERABLES

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 12 of 23
----------------------------------	------------------------------	------------------

The contractor shall deliver a consolidated monthly status report covering each of the four work areas and must, at a minimum, identify the labor hours and cost expended for each employee and any outstanding issues. The monthly status reports shall be emailed directly to the Task Order Manager identified in the Task Order.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 13 of 23
----------------------------------	------------------------------	------------------

SECTION D PACKAGING AND MARKING

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

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 14 of 23
----------------------------------	------------------------------	------------------

SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance at destination.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 15 of 23
----------------------------------	------------------------------	------------------

SECTION F DELIVERABLES OR PERFORMANCE

52.211-8 TIME OF DELIVERY (JUN 1997)

(a) The Government requires delivery to be made according to the following schedule:

ITEM NO.	QUANTITY	AFTER DATE OF TASK ORDER
1000 & 3000	ALL	3 Years

(End of clause)

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 16 of 23
----------------------------------	------------------------------	------------------

SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
Kimberly Dempsey, Code 3009
9500 MacArthur Blvd.
West Bethesda, MD 20817-5700
kimberely.dempsey@navy.mil
301-227-4161

SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

ITEM(S) FUNDS	ALLOCATED TO COST	ALLOCATED TO FEE	ESTIMATED PERIOD WILL COVER
100001-100013 08	██████████	██████████	30 Nov
300001-300003	██████████	█	██████████

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

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

(End of Clause)

SEA 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 18,720 (to be completed for each order) 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 ___(to be identified at the task order level) 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

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 17 of 23
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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 120 total manhours (3 individuals working 40 manhours per week) 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 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 minus Expended LOE divided by 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) Deleted per Amendment 0001

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 18 of 23
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(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.

(End of Clause)

Accounting Data

SLINID	PR Number	Amount

100001	53273772	85189.00
LLA :		
AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995007000131		
100002	5327765	72136.00
LLA :		
AB 97X4930 NH1C 000 77777 0 000167 2F 000000 995000000131		
100003	53273768	76200.00
LLA :		
AC 97X4930 NH1C 000 77777 0 000167 2F 000000 992371060030		
300001	53273772	2233.00
LLA :		
AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995007000131		
300002	53273765	2233.00
LLA :		
AB 97X4930 NH1C 000 77777 0 000167 2F 000000 995000000131		
300003	53273768	2233.00
LLA :		
AC 97X4930 NH1C 000 77777 0 000167 2F 000000 992371060030		
MOD 1		
100004	62331889	30000.00
LLA :		
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131		
MOD 3		
100005	70164129	90000.00
LLA :		
AE 97X4930 NH1C 000 77777 0 000167 2F 000000 995344000331		
300004	70164129	10000.00
LLA :		
AE 97X4930 NH1C 000 77777 0 000167 2F 000000 995344000331		
MOD 5		
100006	70596338	35000.00
LLA :		
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131		
100007	70596338	35000.00
LLA :		
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131		
100008	70596338	10000.00
LLA :		
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131		
MOD 6		
100009	70865937	50000.00
LLA :		
AF 97X4930 NH1C 000 77777 0 000167 2F 000000 995340010031		

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 19 of 23
----------------------------------	------------------------------	------------------

MOD 7
100010 72394985 52000.00
LLA :
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131

100011 72394985 28000.00
LLA :
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131

100012 72394985 34000.00
LLA :
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131

100013 72394985 36000.00
LLA :
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131

MOD 8
100014 80105464 90922.00
LLA :
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131

300005 80105464 3401.00
LLA :
AD 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 20 of 23
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SECTION H SPECIAL CONTRACT REQUIREMENTS

CAR-H07 Prospective Fee Amount Reduction Incentive Plan (APR 2004) (NSWCCD)

(a) Introduction: The Government, on an annual basis, will evaluate the contractor's overall performance on this task order during the previous twelve months to determine if the fee amount should be reduced due to "Unsatisfactory" performance. The first evaluation will cover the period ending twelve months after the effective date of the task order with successive evaluations being performed for each twelve-month period thereafter, including any options if exercised, until the contractor completes performance under the task order. Based on the evaluation results, the Procuring Contracting Officer (PCO) will assign an overall performance rating in accordance with paragraph (b) of this provision. If the PCO assigns an "Unsatisfactory" performance rating, the PCO will take unilateral action to provide for a fee reduction of 1% covering the performance period evaluated. This incentive plan provides the basis for evaluation of the contractor's performance and for determining if the fee amount should be reduced due to "Unsatisfactory" performance.

(b) Performance Ratings: The Government will evaluate the contractor's overall performance on this task order, and the PCO will assign one of the following ratings:

- (1) Excellent
- (2) Very Good
- (3) Satisfactory
- (4) Unsatisfactory

The standards associated with these ratings are given in the following Table 1.

Table 1: Overall Performance Ratings:

Excellent Excellent rating for all performance evaluation criteria.

Very Good A combination of "Excellent" and "Satisfactory" ratings determined by the PCO to exceed satisfactory overall.

Satisfactory A minimum of "Satisfactory" ratings for all performance evaluation criteria.

Unsatisfactory A rating of "Unsatisfactory" for one or more performance evaluation criteria.

(c) Incentive Objectives. The purpose of including a prospective fee amount reduction incentive in this task order is to ensure that the Government receives at least "Satisfactory" overall performance.

(d) Performance Evaluation Criteria. The contractor's overall performance will be evaluated based on the requirements contained in the Statement of Work, and identified in the Performance Based Evaluation Criteria and Standards Table (Section J attachment).

(e) Organization. The performance evaluation organization consists of the Procuring Contracting Officer (PCO), who will serve as the Incentive Determining Official, and the Task Order Manager (ToM). They will obtain input from the other Government customers associated with that order.

(1) Procuring Contracting Officer (PCO): The PCO is responsible for properly administering the performance evaluation process and maintaining the official performance evaluation file and as PCO is responsible for making incentive determinations.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 21 of 23
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(2) ToM: The ToM maintains the written records of the contractor's performance so that a fair and accurate evaluation is obtained. The ToM coordinates and compiles the evaluation reports from the other Government customers associated with that order.

(f) Evaluation Schedule. Each performance evaluation period will be 12 months in length. Following each evaluation period, the PCO (or Contract Negotiator if so designated by the PCO) and the ToM will hold a meeting with the contractor's Senior Technical Representative to review performance under the task order, including overall trends, specific problem areas, if any, and their resolution. Other Government and contractor personnel may also participate as deemed appropriate.

(g) Contractor's Self-Evaluation. The contractor may submit a self-evaluation for consideration during the evaluation process. To be considered, the report must be submitted to the PCO no later than the end of the eleventh month of the evaluation period. The report must include an overall performance rating for the task order covering the evaluation period and may include whatever information the contractor deems relevant to support that rating. The report shall not exceed two (2) pages in length.

(h) Incentive Determination. The PCO will make an incentive determination for the task order at the end of each evaluation period. The determination will be based upon the Task Order Manager's recommendation, the Contractor's Self-Evaluation and any other information deemed relevant by the PCO. The PCO's decision is unilateral and final. The determination will be documented and a copy provided to the contractor.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 22 of 23
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SECTION I CONTRACT CLAUSES

Section I clauses in accordance with IDIQ contract.

252.204-7000 DISCLOSURE OF INFORMATION (DEC 1991)

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless—

- (1) The Contracting Officer has given prior written approval; or
- (2) The information is otherwise in the public domain before the date of release.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 45 days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

NAVSEA 5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or 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 description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of 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 this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

CONTRACT NO. N00178-04-D-4028	DELIVERY ORDER NO. FD0109	PAGE 23 of 23
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SECTION J LIST OF ATTACHMENTS

Performance Based Evaluation Criteria and Standards Table