

DELIVERY ORDER

FINAL

1. CONTRACT NO. N00178-04-D-4028		2. DELIVERY ORDER NO. FD0201		3. EFFECTIVE DATE ORIG 03/09/2006 MOD 04/21/2008		4. PURCHASE REQUEST NO. N00167-08-MR-65330	
5. ISSUED BY NSWC, CARDEROCK DIVISION, MARYLAND 9500 MacArthur Blvd West Bethesda MD 20817 douglas.m.smith@navy.mil 301-227-1640				6. ADMINISTERED BY DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299			
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			
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			Jeffrey Beckner Director, Contracts			04/15/2008	
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 \$107,210.00
				04/21/2008		CONTRACTING/ORDERING OFFICER	
SECTION	DESCRIPTION			SECTION	DESCRIPTION		
B	SUPPLIES OR SERVICES AND PRICES/COSTS			H	SPECIAL CONTRACT REQUIREMENTS		
C	DESCRIPTION/SPECS/WORK STATEMENT			I	CONTRACT CLAUSES		
D	PACKAGING AND MARKING			J	LIST OF ATTACHMENTS		
E	INSPECTION AND ACCEPTANCE						
F	DELIVERIES OR PERFORMANCE						
G	CONTRACT ADMINISTRATION DATA						

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GENERAL INFORMATION

The purpose of this modification is to extend the completion date under the subject task order as follows:

From: 2 Years after effective date of task order

To: 30 Sep 08

This modification is issued at no increase in Task Order value.

All other terms and conditions remain 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	Administrative Staff Support (OTHER)	1.0 Lot	██████████	██████████	\$107,210.00

The Alternate version of the Section G clause entitled, "Submission of Invoices (Cost -Reimbursement, Time and Materials, Labor Hours or FPI)(July 1992)" is hereby invoked as set forth under P00002 of the subject contract.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Section C - Statement of Work

This is a performance based statement of work. The effort performed hereunder will be evaluated in accordance with the performance standards/acceptance quality levels described in this solicitation and in the provision CAR H07

1.0 Objective

The contractor shall provide clerical and administrative support services for the Naval Surface Warfare Center, Carderock Division (NSWCCD), Curator of Models, Code 301, and other offices as deemed necessary within the Department.

2.0 Scope of Work

2.1 The contractor shall provide clerical and administrative support services including, but not limited to, the following:

- a. Perform receptionist duties and office procedures such as answering the telephone, faxing, photocopying, sorting incoming division mail and maintaining and tracking inventory of office supplies and materials.
- b. Prepare and file all incoming and outgoing, official and non/official correspondence, routine forms, progress reports, technical reports, and any other documentation required in support of the division.
- c. Perform word processing duties, data entry, typing, editing, publishing and filing duties.
- d. Establish and maintain a comprehensive filing system for all records, official/non official correspondence and documents related to the division. Maintain files and records, ensures all documents are properly formatted, typed, and distributed according to the approved Carderock Division process.
- e. Respond to routine and non-technical requests for information such as status reports, suspense dates for matters requiring compliance and similar information readily available from files.
- f. Receive incoming correspondence, screening prior to distribution for suspense dates, establishing controls and following up. Reviews correspondence for spelling, grammar, typographical errors, syntax, format conformance and related procedural requirements and makes corrections as appropriate.
- g. Maintain the Exhibition Show Models file that includes scheduling and associated paperwork. This file is used to schedule different organizations, museums and naval bases that request to have models on display for an event.

2.2 The contractor shall provide services to other Codes and offices to perform duties including but not limited to, the following:

Input and monitor data in the Oracle and Access databases and submit purchase orders in ILSMIS.

3.0 Government Furnished Equipment

The Government shall furnish a workspace with computer capable of performing office automation tasks required for the position. The designated space will also have a telephone capable of DSN and local/long distance calling for official business use. Database information required to prepare deliverables and naval messages, as appropriate, will be provided to the contractor.

4.0 Deliverables

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The Contractor shall submit bi-weekly time and attendance reports to the Technical Point of Contact, Ms. Kimberly Dempsey, Code 30 Operations Department Supervisory Administrative Officer.

5.0 Performance

The contractor shall perform the required services Monday through Friday, 8 hours a day plus a 30 minute lunch, 40 hours per week between the hours of 6:00 am and 6:00 pm. Hours may be adjusted if approved by the Task Order Manager (TOM).

5.1 Period of Performance - The period of performance of the task order shall be from the effective date of the task order through two years thereafter.

5.2 Place of Performance – NSWCCD, 9500 MacArthur Boulevard, West Bethesda, MD, 20817-5700, Building 4E and other buildings and codes as required.

6. Travel

There is no travel anticipated for the performance of this task order.

7. Security Requirements

There are no security requirements applicable to this task order. The Contractor shall only be required to receive, generate, and store unclassified information.

8. Points of Contact

The Department Point of Contact (POC) and the Task Order Manager (TOM) is Kimberly Dempsey. The TOM shall identify contractor deficiencies, review task order deliverables, assist in preparing reports on contractor performance, identify contractor noncompliance with requirements, and provide detailed technical information to the contractor as needed.

9. Personnel Qualifications

The individual should have a high school diploma and 7 years of experience in providing administrative and clerical support to a large organization.

The individual should have the ability to communicate orally and in writing. Must have skill in utilizing a personal desktop computer and commercial software packages, such as Microsoft Word, Excel and Powerpoint to complete comprehensive presentations and spreadsheets in final form for management. In addition, the individual should have experience working with Oracle and Access data base systems.

The individual should have exceptional writing and grammar skills. In addition, the individual should have an ability to monitor, analyze and interpret administrative functions and have the ability to organize, plan prioritize, follow through, track progress of and notify management of status on all work assignments in a timely manner.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be performed by the Government at destination.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES 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	COMPLETION DATE
1000	ALL	30 Sep 08

(End of clause)

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SECTION G CONTRACT ADMINISTRATION DATA

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

G17S TOM APPOINTMENT (AUG 2005)

(a) The Task Order Ordering Officer hereby appoints Kimberly M. Dempsey as the Task Order Manager (TOM) for this task order:

(b) The TOM is responsible for those specific functions assigned in the Task Order Administration Plan.

(c) Only the Task Order Ordering Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Order Ordering Office in writing. No action shall be taken by the contractor unless the Task Order Ordering Officer, or basic contract PCO has issued a formal modification.

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 4,000 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 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 40 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

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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) 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)

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) PERFORMANCE	ALLOTED TO COST	ALLOTED TO FEE	ESTIMATED PERIOD OF
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1000

09 March 2008

(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)

5252.232-9001 SUBMISSION OF INVOICES (COST –REIMBURSEMENT, TIME-AND-MATERIALS, LABOR-HOUR, OR FIXED PRICE INCENTIVE (JUL 1992)

The Alternate II version of the clause entitled, "Submission of Invoices (Cost-Reimbursement, Time-and-Materials, Labor Hours, or FPI)(July 1992)" is hereby invoked as set forth under P00002 of the subject contract. Accordingly, paragraph (b) of the clause is completed to reflect the following invoicing instructions for this Task Order.

A copy of every invoice shall also be provided to the individuals listed below, at the address shown:

TASK ORDER MANAGER: See above

FINANCE/CODE 3100

Naval Surface Warfare Center Carderock Division

9500 MacArthur Blvd

West Bethesda, MD 20817-5700

(End of Clause)

Accounting Data

SLINID	PR Number	Amount
1000	60671081	107210.00

LLA :

AA 97X4930 NH1C 000 77777 0 000167 2F 000000 995300000131

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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, if the options are 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 in the task order 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

Overall Performance Rating Standard

Excellent "Excellent" ratings 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 using the criteria and standards provided for each objective in the Statement of Work, and identified in Tables 2 through 4 which are

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provided as an 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.

(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 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.

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SECTION I CONTRACT CLAUSES

CAR-I18 TECHNICAL INSTRUCTIONS (DEC 2001)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer. As used herein, technical instructions are defined to include the following:

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

(2) Guidelines to the Contractor that 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 task order. Technical instructions may not be used to :

(1) assign additional work under the task order;

(2) direct a change as defined in the "Changes" clause of the base contract;

(3) increase or decrease the contract price or estimated amount (including fee), as applicable,

the level of effort, or the time required for task order performance; or

(4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order

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 Contracting Officer notifies the Contractor that the technical instruction is within the scope of this task order.

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

(End of Clause)

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SECTION J LIST OF ATTACHMENTS

Performance Table