

**ORDER FOR SUPPLIES OR SERVICES (FINAL)**

1. CONTRACT NO. N00178-05-D-4241				2. DELIVERY ORDER NO. NW01		3. EFFECTIVE DATE 2011 Mar 09		4. PURCH REQUEST NO. N0760A10RCCS303		5. PRIORITY Unrated		
6. ISSUED BY FISC, San Diego, Regional Contracts Department 937 North Harbor Drive, Suite 60 San Diego CA 92132			CODE N00244	7. ADMINISTERED BY DCMA VAN NUYS 6230 VAN NUYS BLVD. VAN NUYS CA 91401-2713				CODE S0512A	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)			
9. CONTRACTOR CJSeto Support Services, LLC 260 Maple Court, Suite 119 Ventura CA 93003-3516			CODE 1NAP7	FACILITY 091598081	10. DELIVER TO FOB POINT BY (Date) See Schedule			11. X IF BUSINESS IS				
					12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			X	SMALL			
					13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			X	SMALL DISADVANTAGED			
									WOMEN-OWNED			
14. SHIP TO See Section D				CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus OH 43218-2381				CODE HQ0339	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.									
	PURCHASE		Reference your _____ furnish the following on terms specified herein.									
			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.									
CJSeto Support Services, LLC				Chet Seto Managing Director								
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule												
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT			
	See Schedule											
*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.				24. UNITED STATES OF AMERICA				25. TOTAL		\$259,876.40		
				BY: /s/Nancy Landeros				03/10/2011 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN												
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
f. TELEPHONE					g. E-MAIL ADDRESS							
					FINAL				34. CHECK NUMBER			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				35. BILL OF LADING NO.			
a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				PARTIAL							
					FULL							
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 1 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	Base Year - Services (OTHER)	12.0	LM	\$19,989.70	\$239,876.40
500001	Funding for CLIN 5000 (OTHER)				
500002	Funding for CLIN 5000 (OTHER)				
500003	Funding for CLIN 5000 (OTHER)				
5001	Option Year 1 - Services (OTHER) Option	12.0	LM	\$20,789.30	\$249,471.60
5002	Option Year 2 - Services (OTHER) Option	12.0	LM	\$21,620.86	\$259,450.32
5003	Option Year 3 - Services (OTHER) Option	12.0	LM	\$22,485.70	\$269,828.40
5004	Option Year 4 - Services (OTHER) Option	12.0	LM	\$23,385.13	\$280,621.56

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6000	Base Year - ODC's (OTHER)	1.0	Lot	\$20,000.00
600001	FUNDING FOR CLIN 6000 (OTHER)			
6001	Option Year 1 - ODC's (OTHER) Option	1.0	Lot	\$20,000.00
6002	Option Year 2 - ODC's (OTHER) Option	1.0	Lot	\$20,000.00
6003	Option Year 3 - ODC's (OTHER) Option	1.0	Lot	\$20,000.00
6004	Option Year 4 - ODC's (OTHER) Option	1.0	Lot	\$20,000.00

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 2 of 31	FINAL
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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **STATEMENT OF WORK**

**ON**

**NAVY ENVIRONMENTAL RESTORATION TRAINING**

**FOR**

**NAVAL CIVIL ENGINEER CORPS OFFICERS SCHOOL (CECOS)**

**ENVIRONMENTAL TRAINING DIVISION**

**PORT HUENEME, CA.**

#### **1.0 GENERAL.**

##### **1.1 INTRODUCTION.**

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 3 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

### **1.1.1. Organization.**

Naval Civil Engineer Corps Officers School (CECOS)

Environmental Training Division,

Director of Environmental Training (Code 74),

Restoration Pillar (N742)

3502 Goodspeed St., Suite 1,

Port Hueneme, CA 93043-4336.

The Naval Civil Engineer Corps Officers School (CECOS) at Port Hueneme, CA provides customer oriented quality educational services through progressive instruction and the innovative uses of resources in leadership, government facilities, cycle management (planning, construction, acquisition, environmental management, and energy management) and Seabee construction management. The Environmental Education and Training Division, Restoration Training Pillar at CECOS is responsible for providing environmental restoration training in support of the Navy's environmental site restoration program.

**1.1 BACKGROUND.** The Navy Environmental Restoration Training Program provides training for Navy military and civilian personnel to perform their jobs in a manner which complies with federal, state, and local environmental laws and regulations and with Navy policy. This training program has been directed to explore new training technologies, such as computer based interactive courseware and reusable learning objects for cost effective training.

### **1.2 SCOPE.**

The purpose of this effort is to provide support for CECOS environmental restoration training services, curriculum development and course delivery and presentation. Documentation and graphics support shall include development of word documents, publications, design, layout, editing, digital media, charts, illustrations and graphs. A firm fixed price contract is anticipated.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 4 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

### **1.3 TASK OBJECTIVES.**

This Task shall provide personnel to support environmental curriculum management, course delivery, and course presentation, delineated in paragraph 2.0 of this Statement of Work (SOW). Services included under this task shall be, but not limited to:

- (1) To provide instructional training services support,
- (2) To develop various pieces of environmental interactive courseware packages, and
- (3) To develop, update and maintain environmental training curriculum for courses delineated in paragraph 2.0 of this document.

### **2.0 REQUIREMENTS.**

#### **2.1 Task Lead**

Contractor shall provide monthly technical support as follows:

(a) Contractor shall configure workstations, set up user accounts, install and update system-wide software, implement and maintain system updates, respond to User's requests, troubleshoot and resolve problems and attend technical meetings. The contractor shall be responsible for reviewing and archiving incoming information related to environmental training, Navy Integrated Learning Environment, CECOS Web and CECOS course laptops/video equipment. Contractor shall be required to travel to provide technical support to course instructors and students at designated locations where training of the following courses will be held: Geographic Information Systems/GeoStats, Environmental Background Analysis, Health and Environmental Risk Communication, Environmental Negotiation, and Optimizing Remedy Selection and the Site Closeout Process. Technical support involves preparation and set up CECOS course laptops, software, audio/video equipment and materials in classrooms where training of students will be conducted by Course Instructors supporting CECOS. Technical assistance and guidance in the use of hardware and software at the training location shall be provided by the contractor to instructors and students. There are approximately a minimum of fifteen (15) students to a maximum of (40) forty students per class based on historical data. The contractor shall

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 5 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

maintain desk top computer equipment, Laptops, software, audio/video equipment and materials to ensure that they are available and operational for each training duration. In addition, the contractor shall coordinate and work with course instructors and subject matter experts to update course/materials, facilitate technical content reviews, create course schedule(s), gather data on student feedback/input information, create course flyers and provide electronic training announcements and enrollment confirmation to course attendees. The task lead shall also be responsible for the overall completion of the following: final student and instructor guides and instructor notes in both media and hard copy. Prepare yearly schedule of classes and prepare ship sheets for pubs. Training Course Control Documents will be developed for new offerings. The contractor shall incorporate updates to existing courses. Media and documents produced by the contractor shall be in accordance with the functional specification and documentation requirement by Government. Contractor shall provide technical support for website development and server management at CECOS. This involves adding and / or deleting user accounts, uploading course materials, creating and managing directories and sub-directories and interfacing with vendor providers of IT equipment, software, networks and materials that are used on this Task to assist end users resolve technical problems.

(b) The following are anticipated environmental training courses:

COURSE NAME	Course Length (day)	#of Offerings Per Year	Print & Ship Books	Travel
Environmental Negotiation Workshop	3	3	No	Yes
Provide support to setup classroom, take roll, collect student evaluations and send the evaluations to CECOS				

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 6 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

No set location - vary year to year across USA					
<b>Geographic Information Systems/ Geostatistics</b>		4	2	No	Yes
	Provide support to setup classroom, take roll, collect student evaluations and send the evaluations to CECOS				
No set location - vary year to year across USA					
<b>Optimizing Remedy Selection and the Site Closure Process</b>		2	2	No	Yes
	Provide support to setup classroom, take roll, collect student evaluations and send the evaluations to CECOS				
No set location - vary year to year across USA					
<b>Health and Environmental Risk Communication</b>		3	5	No	Yes
	Provide support to take roll, collect student evaluation and send the evaluation to CECOS				
No set location - vary year to year across USA					
<b>Hazardous Waste Operation Site Workers</b>		5	1	No	No
•	• Provide support to take roll, collect student evaluation and send the evaluation to CECOS				
Location – Port Hueneme, CA					
<b>Hazardous Waste Operation Refresher</b>		1	2	No	No
•	• Provide support to take roll, collect student evaluation and send the evaluation to CECOS				
Location – Port Hueneme, CA					

**(c) Acceptance criteria of Monthly Deliverables.**

1. Technical and functional specifications for installation, updates/upgrades to hardware and software conform to CECOS guidelines and standards as referenced in paragraph

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 7 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

4.2. Each updates/upgrades/installation of hardware/software are tested and completed within five business days from contractor's receipt of request. Any Contractor's recommendations on best use of technology that is incorporated in the development of this deliverable have prior approval by government.

2. CECOS laptops, software and audio/video equipment and related materials are

100% tested and reviewed for full operational functionality within ten business days prior to each travel/training.

3. Each User account is updated and completed within one business day from contractor's receipt of request. Each request to upload of course materials and update of directories and sub-directories are tested and completed within three business days from contractor's receipt of request.

4. Format and content of course flyers, training announcements, attendance confirmation, updated course materials and student/feedback information conform to CECOS

guidelines and standards as referenced in SOW paragraph 4.2. Each request is completed within three business days of contractor's receipt.

5. Archiving processes and schedule conform to CECOS guidelines and standard as

referenced in SOW paragraph 4.2. Each request is completed within three business days of contractor's receipt.

6. User inquiries are responded to within one business hour of contractor's receipt. User inquiries are responded to within one business hour of contractor's receipt. Contractor response is to confirm receipt of User inquiries and to schedule troubleshooting of reported problems.

#### **(d) Method of surveillance on Monthly Deliverables.**

Review of contractor status reports, project plan and technical documentation. In addition, the government may execute any or a combination of the following method of surveillance as necessary:

Random sampling of technical work.

Government review and analysis of solicited and unsolicited feedback received from Pillar Directors, Government Representatives, CECOS Users, instructors, subject matter experts, and support staff.

Government review of work status via contractor's status reports and Government meetings with the contractor.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 8 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

## **2. 2 Task Support**

**(a)** The contractor shall research, collect data, organize data and perform word processing to prepare and update the CECOS student catalog, student and instructor guides and class rosters that are sent to appropriate base security offices. The Contractor shall enter updates to the ACCESS database upon receipt of change requests that are approved by Government. Shall notify CECOS Information Technology (IT) Department of all changes made. The contractor shall post updates to equipment tracking excel spreadsheet that provide status of computer equipment that were used in CECOS training. Shall also update locations of course instructors and course schedules. Associated functions to accomplish all aforementioned requirements include scheduling of meetings and customer contact for followup, photocopying, distribution and maintenance of documents that are produced and used on this task.

**(b)** The contractor shall provide task support responsible for preparing 'Go Live' with CECOS website. This includes conference calls with offsite contractors, coordinating with Information Technology Department, updating the ACCESS database, resolving broken link problems, submit update information to CECOS website. Make changes in Access database based on approved change requests and notify CECOS departments of all changes via email. Update spreadsheets with locations of course Instructors and course schedules. Source data, content, format and specifications shall be provided by CECOS. Update and maintain equipment tracking spreadsheet. The contractor shall check equipment, pack, and ship for upcoming courses. When equipment is returned from courses, the contractor shall check the equipment to ensure it is operational, unpack and secure it in storage. The contractor shall update the equipment tracking spreadsheet.

### **(c) Acceptance criteria of Monthly Deliverables**

1. Word processed documents contain no more than 3% error rate.
2. Change requests completed have prior approval by Government.
3. ACCESS database and Equipment tracking Excel spreadsheet are updated weekly.
4. Locations of course instructors and course schedules are updated monthly.
5. User inquiries are responded within one business hour of receipt.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 9 of 31	FINAL
----------------------------------	----------------------------	-----------------	-------

**(d) Method of surveillance on Monthly Deliverables.**

Review of contractor status reports, project plan and technical documentation. In addition, the government may execute any or a combination of the following method of surveillance as necessary:

Random sampling of technical work

Government review and analysis of solicited and unsolicited feedback received from Pillar Directors, Government Representatives, CECOS Users, instructors, subject matter experts, and support staff.

Government review of work status via contractor’s status reports and Government meetings with the contractor.

**2.2 Estimated workload requirement.**

For the purpose of indicating scope of work only, the estimates shown below are Government’s interpretation of the requirements and are not intended to be binding on either party or to be the only possible solution to the requirement. The Government encourages prospective Contractor’s to submit their interpretation of the workload requirement.

**2.2.1 Staffing for Base Year and each of four Option Years**

<u>Deliverable</u>	<u>Skill level</u>	<u>No. of Position</u>	<u>Hours per Year</u>
2.1 Task lead	To be proposed	(1)	1960
2.2 Task support	To be proposed	(1)	1960

2.2.2 Based on historical data, work complexity on all deliverables on this task range from moderate to complex. Assigned personnel on this task shall support approximately five hundred (500) task users per month. These Task Users are CECOS Pillar Directors, IT

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 10 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

personnel, course instructors, students, support staff and CECOS customers from other agencies. Technical personnel assigned to this Task will support and maintain on a monthly basis approximately ten (10) desktop computers, fifty (50) Laptop computers and for up to five (5) audio/video equipment per month. There is one (1) technical meeting to be scheduled on this Task per month for approximately one (1) hour in duration. The contractor will be provided within three work days advance notice by the Government should a need for additional technical meetings are necessary. A technical meeting shall be no more than one hour in duration.

## **2.3 DELIVERABLES**

### **2.3.1 Description**

Contractor shall be responsible for delivering all end items specified on this task order. These include all training services completed based on original or revised schedules shown in CECOS Environmental Course Schedule, technical and status reports, presentations, database and updates and documentation.

Monthly status reports (MSRs) are also required, which provide information of work completed, work in progress, work outstanding, problems encountered and/or anticipated, hours expended and remaining, as well as accumulated costs. MSRs will be submitted by the contractor to the program manager for review and electronic acceptance.

### **2.3.2 Inspection and Acceptance.**

Government inspection will occur as the contractor provides deliverables. In the absence of a formal agreement, the Government will complete the review of draft deliverables within 5 business days of receipt and will complete the review, and acceptance (or rejection) of final deliverables within 10 business days of receipt.

### **2.3.2 Delivery Instructions.**

The contractor shall deliver interim and final completed work to:

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 11 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

## **Primary Government Representative**

To be provided at time of award.

### **2.4 INTELLECTUAL PROPERTY.**

This task order is funded by the United States Government. All intellectual property generated and/or delivered pursuant to this statement of work will be subject to appropriate federal acquisition regulations which entitle the Government to unlimited license rights in technical data and computer software developed exclusively with Government funds, a nonexclusive "paid-up" license to practice any patentable invention or discovery made during the performance of this task order, and a "paid-up" nonexclusive and irrevocable worldwide license to reproduce all works (including technical and scientific articles) produced during this task order.

**2.5 CONTRACTOR QUALITY ASSURANCE PLAN.** Contractor shall include and describe in their proposal a contractor quality assurance plan. The Quality Assurance Plan prepared by the Contractor shall verify that work accomplished or completed is complete, met Government requirements and criteria and of acceptable quality. The Government shall evaluate subject plan for acceptability on this task.

### **2.6 CONTRACTOR PERSONNEL**

**2.6.1 Expertise.** The contractor shall have working environmental knowledge, technical qualifications and experience in the field of Information Technology (IT) in areas that are pertinent to the deliverable requirements described in SOW paragraph 2.0. Travel is required of contractor personnel. Knowledge and experience in providing IT Support in conjunction with any DOD training are not required but are highly desirable.

Contractor personnel working on this Task order shall be:

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 12 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

- (1) Fluent in the English language as exemplified in their written and verbal skills.
- (2) Must possess good communication skills and
- (3) Must have the technical capability to review/analyze data gathered for preparation of the deliverables.

### **3.0 INCENTIVES.**

**3.1** Incentives for the tasks described in section 2.0 are use of past performance documentation by the Government in future task order evaluations of past performance.

### **4.0 GOVERNMENT FURNISHED RESOURCES.**

#### **4.1 FACILITIES, SUPPLIES AND SERVICES.**

In support of the requirements of this task, the Navy will provide the following resources to on-site contractor personnel:

4.1.1 The Navy will provide workspace, materials/supplies, access to telephone, copier and fax, access to government standard desktop computer workstation and networks. Personal use by contractor personnel of the aforementioned Government supplied resources is strictly prohibited.

4.1.2 Any products including hardware, software and supplies provided to the contractor by the government remains the property of the government. All deliverables, documented procedures, unique procedures, customized software, and application/software enhancements developed under this requirement will become the property of the US government. The contractor shall return all items that were used during the performance of these requirements by the end of the performance period.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 13 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

## **4.2 INFORMATION AND REFERENCES.**

**4.2.1** All government furnished information (GFI) is for the contractor's exclusive use during the period of performance of the contract. These typically will include documents produced or owned by the Government, including systems documentation, systems manuals, operational procedures, standards, specifications or guidelines governing development of deliverables, manuals and related materials. The contractor must return all the aforementioned to the Government at the completion of this task.

**4.2.2** Specific references to be used on this task are:

- 1) Navy Environmental and Natural Resources Training Program
- 2) Navy standards for documentation
- 3) Projected CECOS training schedules
- 4) Environmental courses references
- 5) Training database and interactive courseware references
- 6) References on NMCI computer, (laptop or tower)

## **5.0 CONTRACTOR FURNISHED RESOURCES.**

**5.1** The contractor shall specifically identify in their proposal, the type, amount and timeframes for Government resources they deem are necessary for their use to accomplish this task. The contractor shall also include in their proposal a quality assurance plan and all items the contractor deemed are necessary to furnish to accomplish this task.

## **6.0 ADMINISTRATIVE CONSIDERATIONS.**

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 14 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

**6.1 Period of Performance.** A base period of one-year with four one-year option periods is anticipated.

**6.2 Work Hours.**

The hours of work at the Government facility is from 7:30am to 4:30pm, Monday through Friday with the exception of holidays that are scheduled for the United States Federal Government employees (see list of holidays below).

Legal holidays for the purpose of this contract are:

- |                        |                  |
|------------------------|------------------|
| New Year's Day         | Labor Day        |
| Martin Luther King Day | Columbus Day     |
| President's Day        | Veterans Day     |
| Memorial Day           | Thanksgiving Day |
| Independence Day       | Christmas Day    |

**6.3 Place of Performance.**

Work to be accomplished shall be performed by contractor personnel at the following location:

Civil Engineer Corps Officers School (CECOS)

3502 Goodspeed Street

Port Hueneme, CA 93043

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 15 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

#### **6.4 Other Direct Costs (Materials).**

The contractor shall include in their proposal specific materials/supplies proposed, if any to accomplish assigned training services on the task. Examples of materials are: CDs, DVDs, software, hardware, formal printing or copy of documentation, student guide and handouts, regulatory documentation, on-line fees, training media/materials, shipping fees presentation materials.

#### **6.5 Contractor Travel.**

Contractor travel is for the purpose of preparing, setting up and maintaining computer equipment, software, audio. Video equipment and materials that will be used by course instructors and students at the designated training location. The contractor shall also provide technical assistance to course instructors and students in the use of computer equipment and software at the training location. The contractor shall conduct all travel in accordance with FAR 31.205-46, Joint Federal Travel Regulations and Joint Travel Regulations. Both local and long distance travel by the Contractor may be required to accomplish this task. The number of contractor personnel, number of trips, number of days per trip and travel locations will be determined at the discretion of the Navy's representative or designee. The Navy's representative will approve all trips via a travel request form and shall be acknowledged by the contractor manager. The content and format of the travel request form shall be agreed upon by the Government and the contractor. Within three days of contractor return from travel, a travel report (in contractor format) shall be submitted by the contractor to the Government representative or the contractor and the Government representative may agree that the contractor includes the travel report information in the appropriate monthly technical report and monthly financial report along with the contractor invoice that will be submitted by the contractor.

The estimated travel cost per year on this effort is \$ 17,000.00. Travel costs are billable as actual costs. Travel requirements on this Task are provided for planning and estimating purposes only as travel changes may occur during the performance period. The Government will provide the contractor with minimum of one-week advance notice of changes to travel requirements. For planning and estimating purposes only, contractor travel may be required to locations listed below. These may require (1) person per round trip, (1) roundtrip and (5) days per roundtrip. Travel assignments are subject to change.

Locations vary throughout the United States (including its territories – Guam, Puerto Rico,

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 16 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

and Guantamano Bay, Cuba), Europe, and the Far East (Japan, Okinawa, Korea and Diego Garcia).

**Example of some of the locations:**

<b>Location</b>	
Washington, DC	Norfolk, VA
San Diego, CA	Aberdeen PG. MD
Silverdale, WA	Charleston, SC
Honolulu, HI Jacksonville, FL	San Antonio, TX Dayton, OH

**6.6. CITIZENSHIP, PRIVACY ACT AND SECURITY.**

**6.6.1 Citizenship.**

Contractor personnel assigned to this task order must be a US citizen.

**6.6.2 Privacy Act.**

There is no data subject to Privacy Act on this task. Whenever applicable, the contractor shall orient their employees on procedures in handling data and information that are subject to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 17 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

### **6.6.3 Security.**

1) A Security Clearance is not required for personnel assigned to perform work under this task.

2) All personnel employed by the contractor shall obtain a permit/decal as required by the visited activity security office as necessary to enter the work sites. Contractor is responsible for coordinating with host facility POC to get on the DOD facility. The Contractor shall be required to wear a Contractor identification badge at all times when on Government facilities.

3) All personnel employed by the contractor entering the government-furnished facilities shall conform to all safety, security, work conditions, regulation and procedures which may be in effect during the contract period and shall be subject to such checks as may be deemed necessary to assure that no violations occur. No employee will be permitted on the government-furnished facilities when such check reveals that the employee's presence would be detrimental to the security of the facilities or accomplishment of work.

4) The contractor shall conform to all Department of Defense (DOD) and Department of the Navy (DON) and local command instructions regarding physical security and regarding control by contractor on assigned Keys that are to be used only to designated CECOS work facilities and designated contractor office facility.

5) The contractor shall conform to all Department of Defense (DOD) and Department of the Navy (DON) and local command instructions regarding safety. Any safety related problems shall be addressed immediately to the Government Representative.

6) The Contractor shall certify to the Government that the Contractor has reviewed the accepted project specifics and all other referenced security plans with each employee and subcontractor employee (if any) prior to these employees engaging in field activities. The Contractor shall take immediate precautions as required for the prevention of security compromises.

### **6.7 GOVERNMENT POINT OF CONTACTS**

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 18 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

### **6.7.1 Government Point of Contacts.**

#### **Primary Government Representative**

To be provided at time of award

#### **Alternate Government Representative**

To be provided at time of award

### **6.8 SECTION 508.**

As of June 26, 2001, the law requires compliance with Section 508. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities. Should your proposal include EIT services, products or materials, please indicate if they are compliant or not, or that an exception applies per FAR subpart 39.2. Also indicate where the Government can obtain additional information (i.e., website, etc.). Additional information can be found at <http://www.section508.gov/>.

**6.8.1** All electronic and information technology (EIT) procured through this task must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.access-board.gov/508.htm>.

**6.8.2** For new procurements, contractors are now responsible for indicating on each line item in the procurement whether products or services are compliant or non-compliant with the accessibility standards at 36 CFR 1194. Contractor must indicate where full details of compliance can be found (e.g., website or other exact location).

### **7.0 DOCUMENTATION SUBMISSION BY CONTRACTOR**

#### **7.1 MONTHLY STATUS REPORTS, CONTRACTOR INVOICES AND GOVERNMENT ACCEPTANCE**

They will be used in the administration of this task. The monthly status reports which

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 19 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

consist of the financial summary report and the technical summary report must be submitted to the Government representative at the last workday of every month. The Government representative will review and accept or reject these reports and contractor invoice. Government acceptance is the basis for payment of contractor invoices. After Government acceptance, the contractor shall send the invoice via Wide Area Work Flow (WAWF).

### **7.1.1 Monthly invoice include: an electronic copy of the invoice as an attachment to the acceptance page**

Monthly invoice must include details such as hours worked by each individual and billing rate by skill categories. Invoices must also indicate task order number, act number, contract number, travel, other direct costs (ODCs) and other information that may be required by Finance.

### **7.1.2 Monthly Financial Summary Report.**

This report shall include all labor, material, and travel costs incurred by the contractor. The report shall be formatted to provide labor hours and related cost for the current period, the task order to date, the total amount negotiated for the task order, and the amount remaining on the task order. ODCs shall be reported similarly. This format allows efficient and accurate tracking to task order financials over the full course of the effort, and provides effective insight into declining funds availability so the Government can budget in a timely manner. See attached format.

### **7.1.3 Monthly Technical Summary Report.**

This Report shall document the work performed under this PBSOW. This report shall contain an accurate, up-to-date summary account of tasks completed during the month, tasks on-going during the month, tasks to be worked during the next month, and any outstanding issues. These reports shall be no longer than three pages and should contain a statement of progress against the cost schedule developed by the Contractor under project management. See attached format.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 20 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

Packing and Marking shall be in accordance with Section D of the Seaport-e Multiple Award IDIQ Contract.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 21 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance shall be in accordance with Section E of the Seaport-e Multiple Award IDIQ Contract.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 22 of 31	FINAL
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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

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

5000	3/14/2011 - 3/13/2012
6000	3/14/2011 - 3/13/2012

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

5001	3/14/2012 - 3/13/2013
5002	3/14/2013 - 3/13/2014
5003	3/14/2014 - 3/13/2015
5004	3/14/2015 - 3/13/2016
6001	3/14/2012 - 3/13/2013
6002	3/14/2013 - 3/13/2014
6003	3/14/2014 - 3/13/2015
6004	3/14/2015 - 3/13/2016

Services to be performed hereunder will be provided at (insert specific address and building etc.)

## SECTION F DELIVERABLES OR PERFORMANCE

Services to be performed hereunder will be provided at CECOS, Port Hueneme, CA and any additional sites as required by the Performance Work Statement.

52.242-15 - STOP WORK ORDER (AUG 1989) - ALT 1

52.247-34 - F.O.B. DESTINATION

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 23 of 31	FINAL
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## SECTION G CONTRACT ADMINISTRATION DATA

### INVOICING AND PAYMENT (WAWF) INSTRUCTIONS

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling WAWF Customer Support: 866-618-5988.

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site: <http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. The 2-in1 Invoice prepares the Material Inspection and Receiving Report, DD Form 250, and invoice in one document. Back up documentation can be included and attached to the invoice in WAWF.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	<i>Routing Table</i>
WAWF Invoice Type	<i>2-IN-1 or Combo</i>
Contract Number	<i>N00178-07-D</i>
Delivery Order Number	
Issuing Office DODAAC	<i>N00244</i>
Admin Office DODAAC	<i>N00244</i>
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)	<i>N0760A</i>
Ship To DoDAAC (for Combo),	<i>N0760A</i>
Service Acceptor DODAAC (for 2 in 1), Service Approver DODAAC (Cost Voucher)	
Acceptance At Other	
Local Processing Office (Certifier)	<i>N0760A</i>
DCAA Office DODAAC (Used on Cost Voucher's only)	
Paying Office DODAAC	
Acceptor/COR Email Address	<i>Kyle.nguyen@navy.mil</i>

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA,

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 24 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice (s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
Robert Begnell	<a href="mailto:Robert.begnell@navy.mil">Robert.begnell@navy.mil</a>	805-982-4457	LPO
Karen Schilbrack	<a href="mailto:Karen.schilbrack@navy.mil">Karen.schilbrack@navy.mil</a>	805-982-6518	Certifying Officer
Kyle Nguyen	<a href="mailto:Kyle.nguyen@navy.mil">Kyle.nguyen@navy.mil</a>	805-982-2877	

**N00244G108 CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES (OCT 1995) (FISC SAN DIEGO)**

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data,
- b. Freedom of Information inquiries,
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document, and/or
- d. Arranging the post award conference (see FAR 42.503).

Name: NANCY LANDEROS  
FLEET INDUSTRIAL SUPPLY CENTER (FISC)

Address: 3350 PATTERSON ROAD, BLDG 801  
PORT HUENEME, CA 93043  
Phone: 805-982-2189

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: TBD

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 25 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name:

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: TBD

5. CONTRACTING OFFICER'S REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract;
- d. An independent government estimate of the effort described in the definitive statement of work
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order, or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: Kyle Nguyen

Address: 3502 Goodspeed St., Suite 60

Phone: 805-982-2877

email: [Kyle.nguyen@navy.mil](mailto:Kyle.nguyen@navy.mil)

CONTRACT SPECIALIST:

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 26 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

Lenette Santana  
805-982-2193  
[lenette.santana@navy.mil](mailto:lenette.santana@navy.mil)

N00244G114 DESIGNATION OF ORDERING ACTIVITY (AUG 1992) (FISC SAN DIEGO)

The following Naval activity is hereby authorized to place delivery orders:

Name: NANCY LANDEROS  
FLEET INDUSTRIAL SUPPLY CENTER (FISC)

Address: 3350 PATTERSON ROAD  
PORT HUENEM, CA 93043

Phone: 805-982-2189

The Contracting Officer will issue a letter to the contractor coincident with contract award listing the authorized ordering officer(s) by name. The authorized ordering officer is responsible for issuing and administering any orders placed hereunder. Ordering officers have no authority to modify any provisions of the basic contract. Any deviations from the terms of the basic contract must be submitted to the Procuring Contracting Officer (PCO) for contractual action. Terminations of delivery orders for convenience or for default shall be issued only by the PCO.

SUP 5252.243-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

Name: NANCY LANDEROS  
FLEET INDUSTRIAL SUPPLY CENTER

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 27 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

Address: 3350 PATTERSON ROAD, BLDG 801  
PORT HUENEM, CA 93043  
Phone: 805-982-2189

N00244G126 APPOINTMENT OF ORDERING OFFICER(S) (JAN 1992) (NAVSUP)

(a) The following activity(ies) or individual(s) is/are hereby designated as authorized Ordering Officer(s):

Name: NANCY LANDEROS  
FLEET INDUSTRIAL SUPPLY CENTER

Address: 3350 PATTERSON ROAD, BLDG 801  
PORT HUENEME, CA 93043  
Phone: 805-982-2189

(b) The above activity(ies) is/are responsible for issuing and administering any orders placed hereunder. Ordering Officers may negotiate revisions/modifications to orders, but only within the scope of this contract. Ordering Officers have no authority to modify any provision of this basic contract. Any deviation from the terms of the basic contract must be submitted to the Procuring Contracting Officer (PCO) for contractual action. Ordering Officers may enter into mutual no-cost cancellations of orders under this contract and may reduce the scope of orders/task, but Terminations for Convenience or Terminations for Default shall be issued only by the PCO.

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Accounting Data
SLINID  PR Number          Amount
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500001  N0760A11RCCS047      39876.40
LLA :
AA 1711804 22M8 250 3594A 0 068566 2D CCS047
COST CODE 0760A1AHW40Q

500002  N0760A11RCCS047      170000.00
LLA :
AB 1711804 22M8 250 3594A 0 068566 2D CCS047
COST CODE 0760A1AMSC3Q

500003  N0760A11RCCS047       30000.00
LLA :
AC 1711804 22M8 250 3594A 0 068566 2D CCS047
COST CODE 0760A1AADPXQ

600001  N0760A11RCCS047       20000.00
LLA :
AC 1711804 22M8 250 3594A 0 068566 2D CCS047
COST CODE 0760A1AADPXQ
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BASE Funding 259876.40  
Cumulative Funding 259876.40

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 28 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H-XX 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 HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 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 H-19.

### **PASS AND BADGES**

All contractor employees shall obtain the required employee passes. The Government will issue badges without charge. When an employee leaves the contractor's service, the employee's Government pass and badge shall be returned within 10 days. The contractor personnel shall carry company employment identification with them at all times. Subcontractor employees must register with Security. They will be issued a temporary Government badge and must be escorted by a contractor employee with a permanent badge at all times.

### **H81S TRAVEL COSTS AND RESPONSIBILITIES (MAY 2006)**

(a) Performance under this task order may require travel by contractor personnel. If travel, domestic or overseas, is required, the Contractor shall be responsible for making all needed arrangements for his personnel. This includes, but is not limited to, medical examinations; immunizations; passports, visas, etc. and security clearances. If any work will take place on a U.S. Navy vessel, the Contractor shall obtain boarding authorization for all contractor personnel from the Commanding Officer of the vessel. Authorization shall be obtained prior to boarding. The number of contractor personnel required will be determined at the discretion of the TOM or designee. All trips will require approval by TOM or designee in writing via either memorandum or e-mail prior to the commencement of the travel.

(b) The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the task order in accordance with FAR subpart 31.2 or 31.3 as applicable.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 29 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION I CONTRACT CLAUSES**

**ALL THE PROVISIONS OF SECTION I CLAUSES IN ACCORDANCE WITH BASIC SEAPORT-E MAC CONTRACT FOR COST PLUS FIXED FEE APPLY TO THIS TASK ORDER PLUS THE FOLLOWING.**

**52.204-7 - CENTRAL CONTRACTOR REGISTRATION (OCT 2003)**

**52.216-8 - FIXED FEE (MAR 1997)**

**52.223-6 - DRUG FREE WORKPLACE (MAY 2001)**

**52.228-7 - INSURANCE - LIABILITY TO THIRD PERSONS (MAR 1996)**

**52.232-20 - LIMITATION OF COST (APR 1984)**

**52.232-22 - LIMITATION OF FUNDS (APR 1984)**

**252-223-7004 - DRUG FREE WORK FORCE (SEP 1988)**

**252.231-7000 - SUPPLEMENTAL COST PRINCIPLES (DEC 1991)**

**52.223-5 - POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (AUG 2003)**

**52.223-10 - WASTE REDUCTION PROGRAM (AUG 2000)**

**52.237-02 - PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)**

**252.223-7006 - PROHIBITION ON STORAGE AND DISPOSAL OF TOXIC AND HAZARDOUS MATERIALS (APR 1993)**

**252.204-7005 - ORAL ATTESTATION OF SECURITY RESPONSIBILITY (AUG 1999)**

**52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

**THE GOVERNMENT MAY REQUIRE CONTINUED PERFORMANCE OF ANY SERVICES WITHIN THE LIMITS AND AT THE RATES SPECIFIED IN THE CONTRACT. THESE RATES MAY BE ADJUSTED ONLY AS A RESULT OF REVISIONS TO PREVAILING LABOR RATES PROVIDED BY THE SECRETARY OF LABOR. THE OPTION PROVISION MAY BE EXERCISED MORE THAN ONCE, BUT THE TOTAL EXTENSION OF PERFORMANCE HEREUNDER SHALL NOT EXCEED 6 MONTHS. THE CONTRACTING OFFICER MAY EXERCISE THE OPTION BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN 30 DAYS OF CONTRACT EXPIRATION.**

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 30 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

**09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

CONTRACT NO. N00178-05-D-4241	DELIVERY ORDER NO. NW01	PAGE 31 of 31	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION J LIST OF ATTACHMENTS**

Past Performance Questionnaire

Monthly Financial Summary Report Template

Monthly Technical Summary Report Template