

2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 27-Sep-2019	4. REQUISITION/PURCHASE REQ. NO. 1300816378, 1300712584, 1300712423-0001	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00421	7. ADMINISTERED BY (If other than Item 6) CODE	S3605A

NAVAIR Aircraft Division Pax River  
21983 BUNDY ROAD, Bldg 441  
Patuxent River MD 20670  
Elizabeth.Goddard@navy.mil 301-757-8949

DCMA DAYTON  
AREA A, BUILDING 30, 1725 VAN PATTON  
DRIVE  
WRIGHT-PATTERSON AFB OH 45433-5302

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) BTAS, Inc. dba Business Technologies & Solutions 3572 Dayton Xenia Road, Suite 210 Beavercreek OH 45432-2838		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO.  N00178-16-D-8617 / N0042118F3005
		10B. DATED (SEE ITEM 13)  01-Jul-2018
CAGE CODE 07GB6	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
 SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a) and 52.232-22 Limitation of Funds
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
 SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)  William G. Vasileff, Director of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  Victoria S Thompson, Contracting Officer
15B. CONTRACTOR/OFFEROR  /s/William G. Vasileff (Signature of person authorized to sign)	15C. DATE SIGNED  15-Oct-2019
	16B. UNITED STATES OF AMERICA  BY /s/Victoria S Thompson (Signature of Contracting Officer)
	16C. DATE SIGNED  16-Oct-2019

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## GENERAL INFORMATION

The purpose of this modification is to 1) de-obligate funds, and 2) realign ceiling and incrementally fund for continual service. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby decreased from \$4,788,850.42 by \$194,983.38 to \$4,593,867.04.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700102	APN	192,000.00	(15,152.39)	176,847.61
700103	APN	123,004.91	(93,885.92)	29,118.99
700201	APN	80,669.00	(2,958.48)	77,710.52
700202	APN	70,869.73	(2,618.42)	68,251.31
700205	APN	165,600.00	(6,118.40)	159,481.60
700206	APN	84,802.00	(21,920.67)	62,881.33
700207	APN	84,802.00	(21,920.68)	62,881.32
700208	APN	108,000.00	(29,537.54)	78,462.46
700209	APN	107,520.00	(29,752.86)	77,767.14
700401	FMS	153,600.00	(49,174.89)	104,425.11
710301	RDT&E	0.00	90,000.00	90,000.00
900101	APN	4,800.00	(1,241.07)	3,558.93
900102	APN	5,000.00	(1,897.93)	3,102.07
900103	APN	1,800.00	(1,166.95)	633.05
900201	APN	3,000.00	(798.06)	2,201.94
900202	APN	6,000.00	(1,174.08)	4,825.92
900203	APN	2,500.00	(665.04)	1,834.96
900401	FMS	15,000.00	(15,000.00)	0.00
910301	RDT&E	0.00	10,000.00	10,000.00

The total value of the order is hereby increased from \$5,310,573.44 by \$67,519.31 to \$5,378,092.75.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7002	798,287.73	(100,000.00)	698,287.73
7103	0.00	100,000.00	100,000.00
9103	0.00	67,519.31	67,519.31

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R408	Base Period: Services in accordance with Section C SOW paras 4.0 and 15.0 (CPFF) (O&MN,N)	1.0	LO	\$644,685.23	\$13,989.67	\$658,674.90
700001	R408	Funding for CLIN 7000/UL PRL OCO 18-063-M (O&MN,N)					
700002	R408	Funding for CLIN 7000/EL PRL (O&MN,N)					
700003	R408	Funding in support of CLIN 7000 (O&MN,N)					
700004	R408	Funding in support of CLIN 7000 (O&MN,N)					
700005	R408	Funding in support of CLIN 7000 (O&MN,N)					
7001	R408	Base Period: Services in accordance with Section C SOW paras 5.0 and 15.0 (APN-2/4)(CPFF) (APN)	1.0	LO	\$628,302.25	\$12,251.89	\$640,554.14
700101	R408	Funding for CLIN 7001/KC-130J (APN-4) (APN)					
700102	R408	Funding for CLIN 7001/C-40 (APN-2) (APN)					
700103	R408	Funding in support of CLIN 7001 (APN)					
700104	R408	Funding in support of CLIN 7001 (APN)					
7002	R408	Base Period: Services in accordance with Section C SOW paras 6.0 and 15.0 (APN-5)(CPFF) (APN)	1.0	LO	\$689,871.30	\$8,416.43	\$698,287.73
700201	R408	Funding for CLIN 7002/C-12 OSIP 12-04 (APN-5) (APN)					
700202	R408	Funding for CLIN 7002/C-37 OSIP 12-04 (APN-5) (APN)					
700203	R408	Funding for CLIN 7002/KC-130J HH OSIP 022-07 (APN-5) (APN)					
700204	R408	Funding for CLIN 7002/KC-130J LAIRCM OSIP 022-07(APN-5) (APN)					
700205	R408	Funding for CLIN 7002/C-130T AOU OSIP 008-12 (APN-5) (APN)					
700206	R408	Funding in support of CLIN 7002 (APN)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
700207	R408	Funding in support of CLIN 7002 (APN)					
700208	R408	Funding in support of CLIN 7002 (APN)					
700209	R408	Funding in support of CLIN 7002 (APN)					
7003	R408	Base Period: Services in accordance with Section C SOW paras 7.0 and 15.0 (CPFF) (RDT&E)  Option	1.0	LO	\$21,045.01	\$0.00	\$21,045.01
7004	R408	Base Period: Services in accordance with Section C SOW paras 8.0 and 15.0 (CPFF) (FMS Case #XX-X-XXX)	1.0	LO	\$250,473.64	\$4,788.20	\$255,261.84
700401	R408	Funding for CLIN 7004/Kuwait Case KU-P-GGY MILSTRIP PKUA4442398017 (FMS)					
700402	R408	Funding for CLIN 7004/Chile Case CI-P-SAF MILSTRIP PCIF4452788020 (FMS)					
700403	R408	Funding for CLIN 7004/Philippines Case PI-P-SCF MILSTRIP PPIA4451188056 (FMS)					
7005	R408	Base Period: 10% Increased Capacity services in support of Section C SOW paras 4.0-8.0 in accordance with SOW paras 14.0 and 15.0 (CPFF) (Fund Type - TBD)  Option	1.0	LO	\$233,278.11	\$4,104.25	\$237,382.36
7040	R408	Base Period: Technical Data in accordance with Section C SOW para 15.0 (NSP) (Fund Type - OTHER)	1.0	LO	\$0.00	\$0.00	\$0.00
7100	R408	Option I: Services in accordance with Section C SOW paras 4.0 and 15.0 (CPFF) (O&MN,N)	1.0	LO	\$661,857.69	\$14,362.31	\$676,220.00
710001	R408	Funding in support of CLIN 7100 (O&MN,N)					
710002	R408	Funding in support of CLIN 7100 (O&MN,N)					
710003	R408	Funding in support of CLIN 7100 (O&MN,N)					
710004	R408	Funding in support of CLIN 7100 (O&MN,N)					
710005	R408	Funding in support of CLIN 7100 (O&MN,N)					
7101	R408	Option I: Services in accordance with Section C SOW paras 5.0 and 15.0 (APN-2/4)(CPFF) (APN)	1.0	LO	\$630,250.12	\$12,289.88	\$642,540.00

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
710101	R408	Funding in support of CLIN 7101 (APN)					
710102	R408	Funding in support of CLIN 7101 (APN)					
7102	R408	Option I: Services in accordance with Section C SOW paras 6.0 and 15.0 (APN-5)(CPFF) (APN)	1.0	LO	\$879,068.98	\$10,724.64	\$889,793.62
710201	R408	Funding in support of CLIN 7102 (APN)					
710202	R408	Funding in support of CLIN 7102 (APN)					
710203	R408	Funding in support of CLIN 7102 (APN)					
710204	R408	Funding in support of CLIN 7102 (APN)					
710205	R408	Funding in support of CLIN 7102 (APN)					
7103	R408	Option I: Services in accordance with Section C SOW paras 7.0 and 15.0 (CPFF) (RDT&E)	1.0	LO	\$100,000.00	\$0.00	\$100,000.00
710301	R408	Funding in support of CLIN 7103 (RDT&E)					
7104	R408	Option Period I: Services in accordance with Section C SOW paras 8.0 and 15.0 (CPFF) (FMS Case #XX-X-XXX)	1.0	LO	\$185,487.19	\$3,542.81	\$189,030.00
710401	R408	Funding in support of CLIN 7104 (FMS)					
710402	R408	Funding in support of CLIN 7104 (FMS)					
7105	R408	Option Period I: 10% Increased Capacity services in support of Section C SOW paras 4.0-8.0 in accordance with SOW paras 14.0 and 15.0 (CPFF) (Fund Type - TBD) Option	1.0	LO	\$235,612.87	\$4,145.49	\$239,758.36
7140	R408	Option Period I: Technical Data in accordance with Section C SOW para 15.0 (NSP) (Fund Type - OTHER) Option	1.0	LO	\$0.00	\$0.00	\$0.00
7200	R408	Option Period II: Services in accordance with Section C SOW paras 4.0 and 15.0 (CPFF) (O&MN,N) Option	1.0	LO	\$767,169.43	\$16,680.25	\$783,849.68
7201	R408	Option Period II: Services in accordance with Section C SOW paras 5.0 and 15.0 (APN-2/4)(CPFF) (APN)	1.0	LO	\$561,020.21	\$10,955.17	\$571,975.38

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Option					
7202	R408	Option Period II: Services in accordance with Section C SOW paras 6.0 and 15.0 (APN-5)(CPFF) (APN)	1.0	LO	\$758,798.63	\$9,258.95	\$768,057.58
		Option					
7203	R408	Option Period II: Services in accordance with Section C SOW paras 7.0 and 15.0 (CPFF) (RDT&E)	1.0	LO	\$31,997.72	\$0.00	\$31,997.72
		Option					
7204	R408	Option Period II: Services in accordance with Section C SOW paras 8.0 and 15.0 (CPFF) (FMS Case #XX-X-XXX)	1.0	LO	\$254,889.10	\$4,872.88	\$259,761.98
		Option					
7205	R408	Option Period II: 10% Increased Capacity services in support of Section C SOW paras 4.0-8.0 in accordance with SOW paras 14.0 and 15.0 (CPFF) (Fund Type - TBD)	1.0	LO	\$237,387.51	\$4,176.72	\$241,564.23
		Option					
7240	R408	Option Period II: Technical Data in accordance with Section C SOW para 15.0 (NSP) (Fund Type - OTHER)	1.0	LO	\$0.00	\$0.00	\$0.00
		Option					
7300	R408	Option Period III: Services in accordance with Section C SOW paras 4.0 and 15.0 (CPFF) (O&MN,N)	1.0	LO	\$772,917.29	\$16,805.29	\$789,722.58
		Option					
7301	R408	Option Period III: Services in accordance with Section C SOW paras 5.0 and 15.0 (APN-2/4)(CPFF) (APN)	1.0	LO	\$565,235.08	\$11,037.87	\$576,272.95
		Option					
7302	R408	Option Period III: Services in accordance with Section C SOW paras 6.0 and 15.0 (APN-5)(CPFF) (APN)	1.0	LO	\$764,491.46	\$9,328.91	\$773,820.37
		Option					
7303	R408	Option Period III: Services in accordance with Section C SOW paras 7.0 and 15.0 (CPFF) (RDT&E)	1.0	LO	\$32,237.79	\$0.00	\$32,237.79
		Option					
7304	R408	Option Period III: Services in accordance with Section C SOW paras 8.0 and 15.0 (CPFF) (FMS Case #XX-X-XXX)	1.0	LO	\$256,791.94	\$4,909.29	\$261,701.23
		Option					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7305	R408	Option Period III: 10% Increased Capacity services in support of Section C SOW paras 4.0-8.0 in accordance with SOW paras 14.0 and 15.0 (CPFF) (Fund Type - TBD)  Option	1.0	LO	\$239,167.35	\$4,208.14	\$243,375.49
7340	R408	Option Period III: Technical Data in accordance with Section C SOW para 15.0 (NSP) (Fund Type - OTHER)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7400	R408	Option Period IV: Services in accordance with Section C SOW paras 4.0 and 15.0 (CPFF) (O&MN,N)  Option	1.0	LO	\$778,684.74	\$16,930.33	\$795,615.07
7401	R408	Option Period IV: Services in accordance with Section C SOW paras 5.0 and 15.0 (APN-2/4)(CPFF) (APN)  Option	1.0	LO	\$569,479.34	\$11,120.57	\$580,599.91
7402	R408	Option Period IV: Services in accordance with Section C SOW paras 6.0 and 15.0 (APN-5)(CPFF) (APN)  Option	1.0	LO	\$770,233.29	\$9,398.86	\$779,632.15
7403	R408	Option Period IV: Services in accordance with Section C SOW paras 7.0 and 15.0 (CPFF) (RDT&E)  Option	1.0	LO	\$32,477.86	\$0.00	\$32,477.86
7404	R408	Option Period IV: Services in accordance with Section C SOW paras 8.0 and 15.0 (CPFF) (FMS Case #XX-X-XXX)  Option	1.0	LO	\$258,714.37	\$4,945.71	\$263,660.08
7405	R408	Option Period IV: 10% Increased Capacity services in support of Section C SOW paras 4.0-8.0 in accordance with SOW paras 14.0 and 15.0 (CPFF) (Fund Type - TBD)  Option	1.0	LO	\$240,958.96	\$4,239.55	\$245,198.51
7440	R408	Option Period IV: Technical Data in accordance with Section C SOW para 15.0 (NSP) (Fund Type - OTHER)  Option	1.0	LO	\$0.00	\$0.00	\$0.00

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	Base Period: ODC Travel and Material in support of CLIN 7000 in accordance with Section C SOW paras 9.0 and 15.0 (Cost) (O&MN,N)	1.0	LO	\$64,304.10
900001	R408	Funding in support of CLIN 9000 (O&MN,N)			
9001	R408	Base Period: ODC Travel and Material in support of CLIN 7001 in accordance with Section C SOW paras 10.0 and 15.0 (APN-2/4) (Cost) (APN)	1.0	LO	\$64,304.10
900101	R408	Funding for CLIN 9001/KC-130J (APN-4) (APN)			
900102	R408	Funding for CLIN 9001/C-40 Congressional (APN-2) (APN)			
900103	R408	Funding in support of CLIN 9001 (APN)			
900104	R408	Funding in support of CLIN 9001 (APN)			
9002	R408	Base Period: ODC Travel and Material in support of CLIN 7002 in accordance with Section C SOW paras 11.0 and 15.0 (APN-5) (Cost) (APN)	1.0	LO	\$64,304.10
900201	R408	Funding for CLIN 9001/C-12 OSIP 12-04 (APN-5) (APN)			
900202	R408	Funding for CLIN 9001/C-37 OSIP 12-04 (APN-5) (APN)			
900203	R408	Funding for CLIN 9001/C-12 OSIP 12-04 (APN-5) (APN)			
9003	R408	Base Period: ODC Travel and Material in support of CLIN 7003 in accordance with Section C SOW paras 12.0 and 15.0 (Cost) (RDT&E)  Option	1.0	LO	\$64,304.10
9004	R408	Base Period: ODC Travel and Material in support of CLIN 7004 in accordance with Section C SOW paras 13.0 and 15.0 (Cost) (FMS Case #XX-X-XXX)	1.0	LO	\$113,297.70
900401	R408	Funding for CLIN 9004/Kuwait Case KU-P-GGY (FMS)			
900402	R408	Funding for CLIN 9004/Chile Case CI-P-SAF (FMS)			
9005	R408	Base Period: 10% Increased Capacity ODC Travel and Material in support of CLINs 7000-7004 in accordance with Section C SOW paras 14.0 and 15.0 (Cost) (Fund Type - TBD)  Option	1.0	LO	\$37,051.41
9100	R408	Option Period I: ODC Travel and Material in support of CLIN 7100 in accordance with Section C SOW paras 9.0 and 15.0 (Cost) (O&MN,N)	1.0	LO	\$67,519.31
910001	R408	Funding in support of CLIN 9100 (O&MN,N)			
910002	R408	Funding in support of CLIN 9100 (O&MN,N)			
9101	R408	Option Period I: ODC Travel and Material in support of CLIN 7101 in accordance with Section C SOW paras 10.0 and 15.0 (APN-2/4) (Cost) (APN)	1.0	LO	\$67,519.31
910101	R408	Funding in support of CLIN 9101 (APN)			
910102	R408	Funding in support of CLIN 9101 (APN)			
9102	R408	Option Period I: ODC Travel and Material in support of CLIN 7102 in accordance with Section C SOW paras 11.0 and 15.0 (APN-5) (Cost) (APN)	1.0	LO	\$67,519.31

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
		Option			
9103	R408	Option Period I: ODC Travel and Material in support of CLIN 7103 in accordance with Section C SOW paras 12.0 and 15.0 (Cost) (RDT&E)	1.0	LO	\$67,519.31
910301	R408	Funding in support of CLIN 9103 (RDT&E)			
9104	R408	Option Period I: ODC Travel and Material in support of CLIN 7104 in accordance with Section C SOW paras 13.0 and 15.0 (Cost) (FMS Case #XX-X-XXX)	1.0	LO	\$118,962.59
910401	R408	Funding in support of CLIN 9104 (FMS)			
9105	R408	Option Period I: 10% Increased Capacity ODC Travel and Material in support of CLINs 7100-7104 in accordance with Section C SOW paras 14.0 and 15.0 (Cost) (Fund Type - TBD)	1.0	LO	\$38,903.98
		Option			
9200	R408	Option Period II: ODC Travel and Material in support of CLIN 7200 in accordance with Section C SOW paras 9.0 and 15.0 (Cost) (O&MN,N)	1.0	LO	\$70,893.74
		Option			
9201	R408	Option Period II: ODC Travel and Material in support of CLIN 7201 in accordance with Section C SOW paras 10.0 and 15.0 (APN-2/4) (Cost) (APN)	1.0	LO	\$70,893.74
		Option			
9202	R408	Option Period II: ODC Travel and Material in support of CLIN 7202 in accordance with Section C SOW paras 11.0 and 15.0 (APN-5) (Cost) (APN)	1.0	LO	\$70,893.74
		Option			
9203	R408	Option Period II: ODC Travel and Material in support of CLIN 7203 in accordance with Section C SOW paras 12.0 and 15.0 (Cost) (RDT&E)	1.0	LO	\$70,893.74
		Option			
9204	R408	Option Period II: ODC Travel and Material in support of CLIN 7204 in accordance with Section C SOW paras 13.0 and 15.0 (Cost) (FMS Case #XX-X-XXX)	1.0	LO	\$124,915.31
		Option			
9205	R408	Option Period II: 10% Increased Capacity ODC Travel and Material in support of CLINs 7200-7204 in accordance with Section C SOW paras 14.0 and 15.0 (Cost) (Fund Type - TBD)	1.0	LO	\$40,849.03
		Option			
9300	R408	Option Period III: ODC Travel and Material in support of CLIN 7300 in accordance with Section C SOW paras 9.0 and 15.0 (Cost) (O&MN,N)	1.0	LO	\$74,437.61
		Option			
9301	R408	Option Period III: ODC Travel and Material in support of CLIN 7301 in accordance with Section C SOW paras 10.0 and 15.0 (APN-2/4) (Cost) (APN)	1.0	LO	\$74,437.61
		Option			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9302	R408	Option Period III: ODC Travel and Material in support of CLIN 7302 in accordance with Section C SOW paras 11.0 and 15.0 (APN-5) (Cost) (APN)  Option	1.0	LO	\$74,437.61
9303	R408	Option Period III: ODC Travel and Material in support of CLIN 7303 in accordance with Section C SOW paras 12.0 and 15.0 (Cost) (RDT&E)  Option	1.0	LO	\$74,437.61
9304	R408	Option Period III: ODC Travel and Material in support of CLIN 7304 in accordance with Section C SOW paras 13.0 and 15.0 (Cost) (FMS Case #XX-X-XXX)  Option	1.0	LO	\$131,163.01
9305	R408	Option Period III: 10% Increased Capacity ODC Travel and Material in support of CLINs 7300-7304 in accordance with Section C SOW paras 14.0 and 15.0 (Cost) (Fund Type - TBD)  Option	1.0	LO	\$42,891.35
9400	R408	Option Period IV: ODC Travel and Material in support of CLIN 7400 in accordance with Section C SOW paras 9.0 and 15.0 (Cost) (O&MN,N)  Option	1.0	LO	\$77,828.38
9401	R408	Option Period IV: ODC Travel and Material in support of CLIN 7401 in accordance with Section C SOW paras 10.0 and 15.0 (APN-2/4) (Cost) (APN)  Option	1.0	LO	\$77,828.38
9402	R408	Option Period IV: ODC Travel and Material in support of CLIN 7402 in accordance with Section C SOW paras 11.0 and 15.0 (APN-5) (Cost) (APN)  Option	1.0	LO	\$77,828.38
9403	R408	Option Period IV: ODC Travel and Material in support of CLIN 7403 in accordance with Section C SOW paras 12.0 and 15.0 (Cost) (RDT&E)  Option	1.0	LO	\$77,828.38
9404	R408	Option Period IV: ODC Travel and Material in support of CLIN 7404 in accordance with Section C SOW paras 13.0 and 15.0 (Cost) (FMS Case #XX-X-XXX)  Option	1.0	LO	\$138,714.15
9405	R408	Option Period IV: 10% Increased Capacity ODC Travel and Material in support of CLINs 7400-7404 in accordance with Section C SOW paras 14.0 and 15.0 (Cost) (Fund Type - TBD)  Option	1.0	LO	\$45,002.77

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

Clauses specified in Section C of the basic SeaPort-e contract are hereby fully and expressly incorporated in this task order.

### STATEMENT OF WORK PROGRAM MANAGEMENT SUPPORT SERVICES PMA-207 TACTICAL AIRLIFT PROGRAM OFFICE

#### 1.0 Scope

This Statement of Work is for essential services for the execution of programs managed by PMA-207. The following services are required: technical support, financial support, acquisition support, configuration management, data management, production support, and administrative management support.

1.1 Introduction. The Program Manager Air, 207 (PMA-207) Tactical Airlift Program Office, located at Patuxent River, Maryland, is acquiring contractor services to support the procurement of commercial derivative and C/KC-130 aircraft and management of life cycle support and readiness of the U.S. Navy and Marine Corps commercial derivative and C/KC-130 aircraft programs. The aircraft transports cargo, personnel, conducts troop movements for the United States Navy (USN) and United States Marine Corps (USMC), and serves as resources for fleet readiness exercises.

1.2 Background. PMA-207 is comprised of two departments. The first is the C/KC-130 department that includes Foreign Military Sales (FMS) currently having cases with Kuwait, Japan, Chile, Philippines, along with FMS Business Development. The second is the Fixed Wing and Operational Support Airlift department (VR/OSA), which is responsible for life cycle support and readiness of the U.S. Navy and Marine Corps Commercial Derivative Aircraft. The C/KC-130 department has three Level II Integrated Product Teams (IPT); KC-130J, Legacy (C/KC-130), and FMS. Each Level II IPT has subordinate Level III IPTs managing the details of aircraft acquisition and modification, sustainment, and FMS Case management. The VR/OSA department has five IPTs: Utility Lift (C-12 and C-26), Medium Lift (C-9 and C-40), Executive Transport (UC-35, C-20, and C-37), Commercial Modifications and Sustainment (C-38, C-20G, C-26, DC-9), and the Range Support Aircraft (RSA) (G550 AEW). Additionally, support is required for the Executive, Administrative, Operational, and Acquisition Teams.

#### 2.0 Applicable Documents

The Government will provide all necessary reference documents not generally available to the Contractor as required. Throughout the life of the contract, if any instruction or document is replaced or superseded, the replacement or superseding instruction or document shall be applicable to the requirements defined in this SOW. Defense Standardization Program (DSP) documents cleared for public release may be accessed via the ASSIST Quick Search database at <http://quicksearch.dla.mil/>.

DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM) dated 28 February 2008

DoDM 5200.01 (V1), DoD Information Security Program dated 24 February 2012

DoDM 5200.01 (V2), DoD Information Security Program dated 24 February 2012 with Change 2 dated 19 March 2013

DoDM 5200.01 (V3), DoD Information Security Program dated 24 February 2012 with Change 2 dated 19 March 2013

DoDM 5200.01 (V4), DoD Information Security Program dated 24 February 2012

SECNAV M-5510.36, DON Information Security Program dated 6 June 2006

NIST Special Publication, 800-53 Revision 4 dated 30 April 2013

DoD Instruction 8520.02, Public Key Infrastructure and Public Key Enabling dated 24 May 2011

NASPXRIV Instruction 5510.15Q, dated 07 March 2012

DoDI 1035.01, Telework Policy dated 4 April 2012

DoDI 5230.24, Distribution Statements on Technical Documents dated 23 August 2012

Joint Travel Regulations dated 1 October 2014

SAE/EIA-649-B, Configuration Management Standards dated 1 April 2011

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NAVAIR 4130.1E, NAVAIR Standard Operating Procedures dated 21 December 2016

SECNAV M-5216.5, Department of the Navy Correspondence Manual dated June 2015

### 3.0 General Requirements

Provisions stated herein shall be clearly and effectively communicated to all subcontractors providing support under this contract. All provisions of this Statement of Work shall flow down to subcontractors providing support under this contract.

### 3.1 Information Security

The Contractor shall protect all classified information to which they have access to or custody of and shall implement and maintain security procedures and controls to prevent unauthorized disclosure of classified information in accordance with DoD 5220.22-M, DoDM 5200.01 (V1-V3), and SECNAV M-5510.36.

3.1.1 Classified Document Markings. The Contractor shall derivatively classify and appropriately mark classified documents developed for this effort in accordance with guidance outlined in the DoDM 5200.01 (V2).

3.1.2 Controlled Unclassified Information Markings. All Controlled Unclassified Information (CUI) (e.g., For Official Use Only (FOUO), Personally Identifiable Information (PII), International Traffic in Arms Regulations (ITAR), etc.) shall be appropriately identified, marked, controlled, and disseminated in accordance with DoDM 5200.01(V4).

3.1.3 Distribution Statements. In accordance with DoDI 5230.24, all controlled unclassified technical information (once identified) shall be appropriately marked with the following distribution statement:

“Distribution Statement D: Distribution authorized to Department of Defense and U.S. DoD Contractors only; (REASON) (DATE). Other requests shall be referred to PMA-207.”

3.1.4 Controlled Unclassified Information on Computing Devices. The Contractor shall ensure all CUI data at rest, that has not been approved for public release and is stored on mobile computing devices (i.e., laptops, cell phones, PDAs, etc.), shall be treated as sensitive data and encrypted using commercially available encryption technology in accordance with DoDM 5200.01 (V4). All CUI sent via email, shall be encrypted, and marked accordingly. CUI can be transmitted via FAX (coordinate with receiver prior to sending).

3.1.5 Report Unauthorized Disclosure of CUI. The Contractor shall immediately report any unauthorized, inadvertent, or illegal release or disclosure of CUI to all of the following: the Contracting Officer's Representative (COR), and the Government Program Security Manager (PSM) (if a Government PSM has not been identified, contact the AD-7.4.1 Security Office). Contractor personnel shall coordinate this effort through their Facility Security Officer (FSO).

3.1.6 Cyber Incident Reporting. The Contractor shall report to DoD, certain cyber incidents that affect unclassified controlled technical information resident on or transiting contractor unclassified information systems within 72-hours of occurrence via (<http://dibnet.dod.mil/>) in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS), Subpart 204.73. Subpart 204.73, clause 252.204-7012, Paragraph (d) (2) defines a cyber-incident. Additionally, minimum security controls for safeguarding shall be in accordance with NIST Special Publication 800-53 Rev 4 (<http://csrc.nist.gov/publications/PubsSPs.html>).

3.1.7 Unauthorized Disclosure Repercussions. The Contractor shall take appropriate management action to correct for the unauthorized disclosure of CUI whenever feasible or required by other guidance, and appropriate disciplinary action shall be taken against those responsible. Unauthorized disclosure of some CUI (i.e., information protected by The Privacy Act of 1974, as amended or export controlled technical data) may also result in civil and criminal sanctions against responsible persons. The DoD component that originated the CUI shall be informed of its unauthorized disclosure.

3.1.8 Local Security Provisions. Direct support contractor personnel working under the purview of a DON Commanding Officer/Commander shall comply with the local security provisions and the requirements of SECNAV M-5510.36.

3.1.9 Public Release. The Contractor shall not release any information pertaining to this contract for public dissemination, including posting to any social media sites such as Facebook or Twitter, unless it has been approved for public release by the appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release through PMA-207's Communication's Director and the NAVAIR Public Affairs Office.

3.1.10 System Authorization Access Request Navy (SAAR-N) Requirements for Information Technology. See NAVAIR clause 5252.204-9505 - System Authorization Access Request Navy (SAAR-N) Requirements for Information Technology (IT).

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### 3.2 Security

3.2.1 Security Clearance. All personnel on this contract must have at least an interim Secret security clearance for the SAAR-N and network access within 90 days after contract award. Full security clearance requirements are detailed below in Table 1. Contractor employees shall not discuss or disclose any sensitive information to which they have access during performance under this contract, under penalty of removal or prosecution.

3.2.2 Common Access Cards. The Contractor shall ensure that all employees have and maintain a DoD Common Access Card (CAC), or be able to obtain the interim equivalent during the period of performance in order to perform the work assigned and access the facilities required to perform.

3.2.3 Base Access. The Contractor shall contact the Contracting Officer's Representative (COR) for information on base access. The Contractor can refer to the AIR 7.4 SharePoint website for more information. The URL is: <https://myteam.navair.navy.mil/ad/74/74storefront/default.aspx>. There are several documents listed that provide further information.

3.2.4 Security Investigation. Contractor personnel shall be subject to a Government security investigation and must meet eligibility requirements for access to classified information at the Secret level noted in the contract DD Form 254. The Contractor shall ensure that any new employees, prior to commencing performance on this contract, have and maintain a minimum of Department of Defense (DoD) National Agency Check (NAC), or be able to obtain the interim equivalent, during the period of performance in order to perform the work assigned and access to the facilities required to perform the work.

Security Clearance Requirements  
Table 1

Position/Labor Category	Security Clearance Level	Interim	Final Obtained Within
Administrative Assistant	Secret	90 days after Contract Award	365 days after Contract Award
Financial Analyst	Secret	90 days after Contract Award	365 days after Contract Award
Financial Analyst, Senior	Secret	90 days after Contract Award	365 days after Contract Award
Program Analyst	Secret	90 days after Contract Award	365 days after Contract Award
Program Analyst, Senior	Secret	90 days after Contract Award	365 days after Contract Award
Acquisition Specialist, Senior	Secret	90 days after Contract Award	365 days after Contract Award

### 3.3 Public Key Infrastructure

The Contractor shall implement DoD PKI policy per DoD Instruction 8520.02. The Contractor shall obtain and utilize PKI certificates issued by approval External Certificate Authority (ECA), for the purposes of protecting all CUI. The Contractor shall utilize encryption via DoD PKI digital certificates on all e-mail messages containing CUI, and sensitive information, to include: FOUO content, privacy data, contract information, unclassified technical data, accountability information and electronic mail that discusses any matter that may serve as an OPSEC indicator, per DoD Instruction 8520.02. The Contractor shall utilize PKI when interacting with DoD PKI Enabled information systems and accessing DoD sensitive information.

### 3.4 Non-Disclosure Agreements

In the performance of the contract, the Contractor may have access to non-public proprietary information. The Contractor shall require that any employee performing services under the contract execute a non-disclosure agreement (NDA) satisfactory to the PCO. The NDA shall acknowledge the Contractor and employees' duties with respect to non-public information and promise to comply with those obligations. Within 30 days after contract award, the Contractor shall provide signed NDAs for each employee supporting PMA-207 to the COR. Consistent with the terms and conditions of paragraph (e)(5) of NAVAIR 5252.209-9510 Organizational Conflicts of Interest (Services), with respect to proprietary data of third parties, and DFARS 252.227-7025, Limitations on the Use Or Disclosure of Government-Furnished Information Marked with Restrictive Legends, with respect to technical data, the Contractor shall not use, modify, reproduce, release, perform, display, or disclose any non-public information provided to or obtained by the Contractor in the course of performing the contract for other than Government purposes, and shall not do so for any commercial or personal purpose. In the event that the Contractor knows of or identifies that it has a commercial interest in the subject matter of any proposed or on-going agreement with respect to which contract services are to be performed, the Contractor shall consider such interest a potential conflict of interest under NAVAIR Clause 5252.209-9510(g) and promptly disclose it to the COR and Contracting Officer.

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### 3.5 Identification Badges and Access to Government Facilities

Contractor identification (ID) badges will be issued by the Government to on-site contractor personnel. In accordance with NASPAXRIV Instruction 5510.15Q, all contractor personnel identification badges must be displayed at all times. The Contractor shall furnish all requested information required to facilitate issuance of identification badges and shall conform to all applicable regulations concerning their use and possession. ID media is U.S. Government property and shall be surrendered to the Pass and ID Office upon expiration or termination of employment. The Government will not check out contractor personnel unless all media, including CACs, are returned in accordance with instructions identified in this paragraph. The Contractor shall provide locator information regarding all employees requiring a permanent badge for authorized entrance to the Naval Air Station, Patuxent River, MD (see NAVAIR Clause 5252.204-9502 - Requirements for Local Security System).

### 3.6 Work Schedule

3.6.1 Working Hours. The Contractor shall provide the required services and staffing coverage during normal working hours. Normal working hours are 8.5 hours (including a 30-minute lunch break), from 0730-1600 Monday through Friday (except legal holidays). Services and staffing shall be provided for each office at least eight hours per day (during the 8.5-hour workday, which includes the 30 minute lunch break). PMA-207's core work hours are from 0800 to 1500.

3.6.2 Compressed Work Schedule. The Compressed Work Schedule (CWS) is an alternative work schedule to the traditional five 8.5 hour workdays (which include a 30-minute lunch) worked per week. Under a CWS schedule, an employee completes the following schedule within a two-week period: eight weekdays are worked at 9.5 hours each (which includes a 30-minute lunch), one weekday is alternately worked as an 8.5 hours (which includes a 30-minute lunch), and one weekday is not worked by the employee. The result is 80 hours worked every two weeks, with 44 work hours one week and 36 work hours the other. The Contractor, with notification to the COR, may allow its employees to work a CWS schedule. Any Contractor that chooses to allow its employees to work a CWS schedule in support of this contract agrees that any additional costs associated with the implementation of the CWS schedule vice the standard schedule are unallowable costs under this contract and will not be reimbursed by the Government. The Contractor shall ensure that CWS schedules provide for services and staffing to the PMA-207 Program Office five days per week.

3.6.3 Holidays. The Government observes the following holidays:

New Year's Day, January 1  
Martin Luther King's Birthday, the third Monday in January  
President's Birthday, the third Monday in February  
Memorial Day, the last Monday in May  
Independence Day, July 4  
Labor Day, the first Monday in September  
Columbus Day, the second Monday in October  
Veteran's Day, November 11  
Thanksgiving Day, the fourth Thursday in November  
Christmas Day, December 25

### 3.7 Telework

Department of Defense Instruction 1035.01 will be used as a guide for determining situations where teleworking is feasible. Approval or denial of telework agreements will be based on mission requirements, type of work being performed, and the needs of PMA-207.

(a) For telework to be authorized by the COR and the Contracting Officer, the Contractor shall ensure the following items are in place and submitted to the Contracting Officer and the COR:

1. Written company policy for Telecommuting covering all terms and conditions to include:
  - i. Written agreement between company and employee;
  - ii. Work Site of Telework;
  - iii. Time and Attendance; Work Performance; Overtime;
  - iv. Security and Equipment;
  - v. Liability and Injury Compensation; Standards of Conduct; Mileage Savings;
  - vi. Length of Agreement; and
  - vii. Specifics on the employees' telework and emergency planning policies.
2. Proposed definitive amount of work or level of effort to be accomplished.
3. Guaranteed savings to the Government if authorized to Telecommute.
4. Measures in place to ensure project will be on schedule and auditable for reimbursement.
5. Access to Navy Marine Corps Intranet (NMCI), if access is required for performance.

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(b) If the Contractor requests telecommuting, concurrence from the Contracting Officer and the COR is required.

(c) The Government reserves the right to revisit any telework agreements in place.

(d) The Government reserves the right to prohibit telework on any contract where the Government determines it to not be in the best interest of the Government.

### 3.8 Operations During Government Furlough Period

This Statement of Work paragraph only applies to U.S. Navy appropriated funding.

3.8.1 Civilian Furlough. Notwithstanding any other provision of this contract, in the event that the Government reduces operations pursuant to a furlough of civilian employees of the Department of Defense, the level of effort for this contract established in clause SEA 5252.216-9122 - Level of Effort, may be reduced for the tenure of the civilian furlough. The level of effort for this contract during the civilian furlough period shall be expended at a commensurate amount.

3.8.2 Level of Effort Reduction. The Contractor is not required to remain on standby and should take every effort to minimize its overhead costs during this reduction. At the conclusion of the civilian furlough period, the level of effort will revert to the prior rate. The Contractor shall not be required to immediately revert to the prior level of effort, but rather will be allowed a reasonable amount of time to revert to the prior rate.

3.8.3 Government Installation Work Schedule. During the civilian furlough period, unless otherwise authorized by the Contracting Officer, the Government Installation Work Schedule will be modified consistent with furlough direction provided by leadership. At the conclusion of the civilian furlough period, the Government Installation Work Schedule will revert to the prior established schedule, if any. This revision to the normal work week is not the result of an Executive Order or an administrative leave determination.

### 3.9 Government Furnished Property and Spaces

3.9.1 Work Site. The place of performance will be at Patuxent River, MD, the Pentagon, Washington, DC, and the Contractor's facility. The Government will provide spaces for all personnel located on-site at Patuxent River, MD and Washington, DC. Contractor personnel may not work in government spaces when the Government office is closed. The Contractor shall provide a facility that is able to accommodate meetings up to 20 people within 15 miles of PMA-207.

The following chart provides where personnel are to perform assigned tasks:

Category	On-Site FTE (Pax)	On-Site Hours (Pax)	On-Site FTE (Pentagon)	On-Site Hours (Pentagon)	Off-Site FTE	Off-Site Hours	Total Hours
Administrative Assistant	2.00	3840					3840
Program Analyst	7.00	13440			1.00	1920	15360
Program Analyst, Senior (Key, 1 FTE, Pax)	5.00	9600	2.00	3840	.25	480	13920
Financial Analyst, Senior	2.00	3840					3840
Financial Analyst (Key, 1 FTE, FMS)	2.00	3840					3840
Acquisition Specialist, Senior					1.00	1920	1920

The Government will provide on-site government spaces to include access to a desk, phone, fax machine, copier and scanner at each site. The Government has the ability to provide 20 spaces at its facilities for this effort. The remaining three positions will be off-site at the Contractor's facility.

3.9.2 Navy Marine Corps Intranet. The Government will provide all NMCI services; to include IT related hardware, software, and IT support necessary for the performance of this task order for all NMCI assets at Patuxent River, MD and Washington, DC, and three (3) NMCI assets at the Contractor's facility. There are currently eighteen (18) laptops at Patuxent River managed by PMA-207, two (2) laptop computers at the Pentagon managed by Headquarters Marine Corps), and three (3) laptop computers available for use at the Contractor's facility managed by PMA-207. Coordination of these services shall be conducted through the COR. Disposition or transfer instructions of previously acquired NMCI assets will be provided by the Procuring Contracting Officer as appropriate. The Contractor shall provide computers for all non-direct contractor personnel supporting this contract at the Contractor's facility.

3.9.3 The Contractor shall return all NMCI assets at the end of the period of performance of the contract.

### 3.10 Access to Government Facilities



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When Federal employees are officially excused from work due to a holiday or special event, severe weather, a security threat of any other Government facility related problem that prevents Federal personnel from working at the Government facility, contractor personnel assigned to work at that facility performing non-mission essential work in support of such Federal employees shall follow their parent company's policies and conform to one of the following possible courses of action:

- (a) Report for work at parent company facility (if authorized and appropriate); or
- (b) Telework, provided telework is permitted by the terms of their contract and they receive advanced authorization to telework from the COR or Contracting Officer; or
- (c) Follow parent company's policies regarding taking leave (administrative or other).

### 3.11 Personnel

3.11.1 Personnel Qualifications. The Contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets contract specifications and requirements. The work history of each contractor employee must contain experience directly related to the labor category he/she is intended to perform under this contract. Resumes for all key personnel performing under this requirement shall be submitted in accordance with 5252.237-9501 Addition or Substitution of Key Personnel (Services) (NAVAIR)(OCT 2005).

The Government reserves the right, during the life of the resulting contract, to request work histories on any Contractor employee for the purpose of verifying compliance with the applicable labor category qualifications.

Note: If Experience is offered in substitution for a degree requirement; this substituted experience shall be required IN ADDITION TO the minimum experience required for that labor category.

3.11.2 Minimum Personnel Requirements Definitions. As used in the minimum personnel qualification descriptions for this contract, the terms indicated shall be defined or their meaning qualified as follows:

- *Academic year* - a full or complete year of study at a junior college, college, university, or other academic institution toward which at least 30 semester hours or 45 quarter hours of undergraduate study, or 18 semester hours or 27 quarter hours of postgraduate study, were completed.
- *Accredited institution* - a post-secondary educational institution (junior college, college, university, technical trade, or professional school) which was approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education.
- *Accredited program* - an educational program or course of study offered by a post-secondary educational institution which was approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education.
- *Degree* - an academic title conferred by an educational institution upon completion of a unified course of study; if not otherwise qualified, the term shall mean a degree at the associates, bachelor's, master's, or doctoral levels only.
- *Experience and years of experience* –
  - a) When used in relation to requirements for past participation in professional work or employment activities, "experience" shall mean full-time (on the basis of a standard forty hour work week) participation, at least one-half of which time was spent performing qualifying functions as practitioner or employee.
  - b) When used in relation to requirements for a particular term or period of participation, "years of experience" shall mean full, productive years of participation. Productive years are work years of fifty-two weeks reduced by reasonable amounts of time for holiday, annual, and sick leave. If participation was part-time, or if less than one-half of the standard work week was spent performing qualifying functions, the actual time spent performing qualifying functions may be cumulated to arrive at full years (or years and months) of experience. For example, only the actual number of full days (or full-day equivalents) of duty or drills completed during a year of military reserve participation, or in other qualifying part-time employment or practice may be cumulated toward years of experience. Qualifying part-time experience performed in addition to other full-time qualifying employment during the same period of time may be cumulated on a full-time equivalent basis and added to the full-time experience to satisfy a total experience requirement.
- *Program Management discipline* - when used in relation to educational or work experience requirements, "program management" shall mean any of the following specific subjects, disciplines, or areas of work experience: air vehicle, sensors, avionics, acquisition, and sustainment elements experience.
- *Technical discipline* - when used in relation to educational or work experience requirements, "technical discipline" shall mean in the field of Engineering, Physics, Mathematics or Sciences.

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· *Postgraduate degree* - a Master's, Ph.D., or other professional degree for which completion of an undergraduate curriculum for receipt of a bachelor's degree was a prerequisite.

**Administrative Assistant (2 FTE)**

Functional Description: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records, and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Education: High School diploma or a General Equivalency Diploma (GED).

And

Experience: At least one (1) year of experience in a customer and business oriented position.

**Financial Analyst (Key Personnel) (1 FTE) (FMS)**

Functional Description: Provides financial and accounting support to the activity Accounting Department, Budget Department, Financial Systems Department or Business Operations Department, or other organizational support elements and other activities. Performs managerial and cost accounting, budgeting, funding execution, manpower management, workload, acquisition, document management, system support, and financial analyses to provide efficient allocation and effective utilization of financial resources, making recommendations for improving operations, systems, and reporting. Utilizes Navy ERP to perform financial execution functions. Provides support with a variety of management activities, corporate initiatives, special projects, and data calls which could have significant impact on the organization and its business operations.

Education: Bachelor of Science (BS) or a Bachelor of Arts (BA) degree in a Business, Management or "Relevant Technical Discipline".

ALLOWABLE SUBSTITUTION: An Associates of Science (AS) or Associates of Art (AA) degree and an additional four (4) years of experience; OR an additional eight (8) years of experience may be substituted for a BS or BA degree.

And

Experience: At least four (4) years financial management experience, two (2) of which must be within DoN FMS financial systems and procedures. Financial management experience should include financial analysis of business programs, development of cost estimates, program status reports, and knowledge of DoD Federal Management Regulations (FMR), Federal Acquisition Regulation (FAR), Planning, Programming, Budget, and Execution (PPBE) process and two years of DoN procurement policies and procedures.

**Financial Analyst (non-Key) (1 FTE)**

Functional Description: Provides financial and accounting support to the activity Accounting Department, Budget Department, Financial Systems Department or Business Operations Department, or other organizational support elements and other activities. Performs managerial and cost accounting, budgeting, funding execution, manpower management, workload, acquisition, document management, system support, and financial analyses to provide efficient allocation and effective utilization of financial resources, making recommendations for improving operations, systems, and reporting. Utilizes Navy ERP to perform financial execution functions. Provides support with a variety of management activities, corporate initiatives, special projects, and data calls which could have significant impact on the organization and its business operations.

Education: Bachelor of Science (BS) or a Bachelor of Arts (BA) degree in a Business, Management or "Relevant Technical Discipline".

ALLOWABLE SUBSTITUTION: An Associates of Science (AS) or Associates of Art (AA) degree and an additional four (4) years of experience; OR an additional eight (8) years of experience may be substituted for a BS or BA degree.

And

Experience: At least four (4) years financial management experience, two (2) of which must be within DoN. Financial management experience should include financial analysis of business programs, development of cost estimates, program status reports, and knowledge of DoD Federal Management Regulations (FMR), Federal Acquisition Regulation (FAR.), Planning, Programming, Budget, and Execution (PPBE) process and two years of DoN procurement policies and procedures.

**Financial Analyst, Senior (2 FTE)**

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Functional Description: Provides financial and/or accounting support to the activity Accounting Department, Budget Department, Financial Systems Department or Business Operations Department, and other organizational support elements and other activities. Leads the execution of complex tasks. Performs more complex analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles; (2) financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provisions; and (4) related basic economic, accounting, and legal principles. Assists program/project personnel with financial tracking, budget formulation, execution and overall financial support. Provides support with a variety of management activities, corporate initiatives, special projects, and data calls which could have significant impact on the organization and its business operations.

Education: Master of Science (MS) or Master of Arts (MA) degree in a Business, Management, or "Relevant Technical Discipline".

ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

Experience: At least eight (8) years financial management experience. Financial management experience should include financial analysis of business programs, development of cost estimates, program status reports, and demonstrated knowledge of DoD Federal Management Regulations (FMR), Federal Acquisition Regulation (FAR), PPBE and five (5) years of DoN procurement policies and procedures experience. Navy ERP knowledge is required.

**Acquisition Specialist, Senior (1 FTE)**

Functional Description: Reviews milestone decision documentation to ensure compliance with all aspects of DoD and SECNAV 5000 series directives. Conducts research and provides recommendations to support the development of program acquisition strategies. Prepares documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Statement of Work (SOW), Procurement Initiation Document (PID), funding documents, Memorandum of Agreements, and Acquisition Program Baseline Agreements (APBA). Assess program procedures, practices, philosophies, and documentation for compliance with specifications, contracts, and mission requirements. Attend, participate, analyze, provide input, develop, prepare briefs, prepare reports on briefings, point papers, reports, correspondence, meetings, conferences, and review boards. Integrates business and technical methodologies to provide support of hardware, software and service acquisition and life cycle management.

Education: MS or MA degree in a Business, Management, or "Relevant Technical Discipline".

ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

And

Experience: At least ten (10) years of experience related to weapon systems acquisition, including logistics, research and development; and demonstrated experience in one or more of the following areas: program management, systems engineering, major system acquisitions, financial management, test and evaluation or integrated logistics support. Demonstrated knowledge, and familiarity with DoD and SECNAV 5000 acquisition series, Federal and DoD acquisition regulations and PPBE process. Has demonstrated knowledge in one or more of the following areas: system acquisition, acquisition documentation, and risk analysis.

**Program Analyst (8 FTE)**

Functional Description: Analyzes program requirements, status, budgets, and schedules. Performs program management, technical, configuration management, and business case analyses. Participates as a member of the specified Program IPT and IPT directed business meetings. Collects, completes, organizes, and interprets technical data and financial information relating to aircraft acquisition and product programs. Tracks program and project status and schedules. Applies policies and procedures for financial planning. Manages data deliverables and performs Data Management activities.

Education: BS or BA degree in a Business, Management or "Relevant Technical Discipline".

ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; OR an additional six (6) years of experience may be substituted for a BS or BA degree.

And

Experience: At least four (4) years of experience in program management, technical or business analysis discipline; and included in the four (4) years, there must be at least four (4) years of experience in program management, technical or business analysis; and included in the four (4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development. Demonstrated experience in the program/project status and schedules, configuration management, data deliverables, and Data Management activities. Demonstrated knowledge of SECNAV, OPNAV, and OSD policy and documentation related

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to the planning-programming-budgeting system (PPBS), life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military programs.

**Program Analyst, Senior (Key Personnel) (1 FTE) (Site Lead)**

Functional Description: Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis for all aspects of the program. Participates as a member of and supports the overall Program and IPTs. Collect, complete, organize, and interpret technical data, configuration data, and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning. Manages data deliverables and performs Data Management activities.

Education: MS or MA degree in a Business, Management, or "Relevant Technical Discipline".

ALLOWABLE SUBSTITUTION: A BS or BA degree or Project Management Institute certification and an additional three (3) years of experience can be substituted for an MS or MA degree. An additional five (5) years of experience may be substituted for the degree requirement.

And

Experience: At least ten (10) years of experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and/or life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning. Leads the execution of complex tasks. Familiarity with SECNAV, OPNAV, and OSD forms related to PPBS, Military Interdepartmental Procurement Requests, Work Requests, Requisitions, Contract Data Requirements List, configuration management, Data Management activities, and DD254 is required. Demonstrated experience in performing and managing program/project status, earned value management, schedules, Government furnished equipment (GFE), and Government furnished information (GFI).

**Program Analyst, Senior (non-Key) (6.25 FTE)**

Functional Description: Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis for all aspects of the program. Participates as a member of and supports the overall Program and IPTs. Collect, complete, organize, and interpret technical data, configuration data, and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning. Manages data deliverables and performs Data Management activities.

Education: MS or MA degree in a Business, Management, or "Relevant Technical Discipline".

ALLOWABLE SUBSTITUTION: A BS or BA degree or Project Management Institute certification and an additional three (3) years of experience can be substituted for an MS or MA degree. An additional five (5) years of experience may be substituted for the degree requirement.

And

Experience: At least ten (10) years of experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning. Familiarity with SECNAV, OPNAV, and OSD forms related to PPBS, Military Interdepartmental Procurement Requests, Work Requests, Requisitions, Contract Data Requirements List, configuration management, Data Management activities, and DD254 is required. Demonstrated experience in the program/project status, earned value management, schedules, Government furnished equipment (GFE), and Government furnished information (GFI).

3.11.3 Key Personnel. The Contractor shall deem one Program Analyst, Senior on-site at Patuxent River, MD as the Site Lead for PMA-207. The Site Lead shall coordinate all new contractor personnel activities with the COR and leadership of PMA-207. Both the Site Lead and the FMS Financial Analyst are considered "Key Personnel" for this contract.

**3.12 Performance Metrics**

The work herein shall be Level of Effort (LOE). The evaluation and rating process will be in accordance with the Surveillance Activity Checklist provided as an attachment to the task order.

**3.13 Enterprise-Wide Contractor Manpower Reporting Application (ECMRA) Information**

The Contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for PMA-207 via a secure data collection site. Contracted services excluded from reporting are based on Product

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Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom – Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The Contractor is required to completely fill in all required data fields using the following web address "www.ecmra.mil".

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk link at "dod.ecmra.support.desk@mail.mil".

### 3.14 Transmission of Documentation and Equipment

All program work products (briefs, reports, acquisition documents etc.) produced under this contract as non-CDRLs shall become the exclusive property of the U.S. Government. The Contractor shall not remove or move documentation or equipment outside the physical limits of Naval Air Station Patuxent River or the Pentagon without the approval of the COR.

### 3.15 Information Technology Compliance

Web Sites, Web Enablement, and Application /System Development, Modification, and Maintenance Support Services. All Information Technology systems, software, and website development, modification or support shall be performed in accordance with all applicable Federal, DoD, DON, and NAVAIR policy, guidance, standards, and strategies, and should be integrated with the NAVAIR Corporate Portal whenever possible. Any Web sites and servers hosted located in contractor facilities, or outside NAVAIR enclave, will transition to NAVAIR architecture and infrastructure in accordance with Legacy Shutdown guidance. Policies include and can be found at:

- OMB Guide for Managing U.S. Government Websites  
[www.whitehouse.gov/omb](http://www.whitehouse.gov/omb)
- OMB Policies for Federal Public Websites, OMB M-05-04  
[www.whitehouse.gov/sites/default/files/omb/memoranda/fy2005/m05-04](http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2005/m05-04)
- DOD Web Policy and Guidelines:  
<http://dodcio.defense.gov/DoD-Web-Policy>
- Navy Information Operations Command (NIOC) Norfolk Web Risk Assessment Team Website  
<http://www.public.navy.mil/fcc-c10f/nioconorfolk/Pages/default.aspx>
- SECNAV 5720.47B DON Policy for Content of Publicly Accessible Web Sites (NIOC Norfolk routinely monitors publicly accessible Navy websites for policy compliance; Site has a downloadable "Website Self-Assessment Checklist" for Webmasters.)  
<http://www.navy.mil/navydata/internet/secnav5720-47b.pdf>; and
- NAVAIR CIO Website (NAVAIR specific policy and guidelines)  
[www.doncio.navy.mil](http://www.doncio.navy.mil)

## 4.0 Weapon Systems Sustainment Projects (CLIN 7X00)

4.1 Project Administrative Services. The Contractor shall provide project administrative services including using automated office equipment to produce a variety of programmatic documents; locating and assembling information for various reports, briefings and conferences. Administrative services shall also include: making travel arrangements; data input of travel orders into the Defense Travel System (DTS); typing documents/naval messages from handwritten drafts; proofreading; maintaining records and files; drafting program documentation for Government review; reproduction, data entry; answering telephones; and drafting graphic presentation material. The Contractor shall prepare all documents and correspondence in accordance with the Navy Correspondence Manual, Naval directives and systems.

4.2 Sustainment Management. The Contractor shall provide sustainment project management operations and administrative support. The Contractor shall provide project analysis support to the Level I and II IPTs. The Contractor shall provide assistance to the Government in identifying technical requirements and preparing resource plans. The Contractor shall coordinate the collection of technical data and assist IPT members and competency leaders in the preparation and modification of plans to support project execution. The Contractor shall coordinate with lateral project offices, field activities, and contractor agencies on project planning and scheduling.

4.3 Technical Inputs for Acquisition Documents. The Contractor shall provide technical input and coordinate program inputs for acquisition documentation, decision and informational brief preparation, point papers, and project schedule. The Contractor shall host, when required, assist, and participate in meetings and conferences relating to planned reviews.

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4.4 Government Furnished Equipment Tracking. The Contractor shall track Program Government Furnished Equipment (GFE) deliveries to their destination sites, and track and compare actual deliveries of weapon system, and miscellaneous requirements to contract schedules, for weapon system sustainment contracts involving Government Furnished Property (GFP). The Contractor shall compile production and delivery reports that compare GFE contract delivery schedules and actual deliveries to the Installation Lead-Time (ILT) requirements to ensure on-time GFE deliveries. The Contractor shall correlate consignment instructions, acceptance reports, and depot repair production progress data in order to identify potential station production buildup capacities. The Contractor shall evaluate sources of GFE commodities, installation lead time, and contract schedules against actual deliveries, and identify shortcomings or problem areas related to production and delivery of GFE. The Contractor shall identify any potential impacts on contract schedules and present options to eliminate or minimize impacts for current and future GFP deliveries. The Contractor shall update reports to support this task using the current MIS and Defense Security Services.

4.5 Project Tracking. The Contractor shall provide technical expertise and recommendations on sustainment PID efforts. The Contractor shall attend Procurement Planning Conferences, assist with the establishment of procurement planning requirements and milestones in PMT, assist with the development of procurement documentation, and assist with the tracking of milestones in accordance with the Naval Air Systems Command (NAVAIR) procurement process and the Procurement Initiation Document/Procurement Request process. The Contractor shall input and track each acquisition project's information utilizing PMT and enter project information into Navy ERP.

4.6 Schedule Tracking. The Contractor shall provide inputs to, track, and maintain individual project's Integrated Master Schedules (IMS), Integrated Government Schedules (IGS), and Government Master Schedules (GMS).

4.7 Configuration Management Analysis and Tracking. The Contractor shall provide technical input for Major A changes as defined in SAE/EIA-649-B, locally generated configuration changes, and Federal Aviation Administration (FAA) approved or directed Service Actions in order to determine applicability, cost, schedule, and performance impacts, and to identify potential discrepancies. The Contractor shall review and assess the impact of proposed reliability, maintainability, and performance changes to the overall weapon system, and operational objectives relative to performance, cost, equipment, facilities, and installation and delivery schedules. The Contractor shall draft and process Configuration Control Board Requests/Directives for Major A changes in accordance with NAVAIRINST 4130.1E, submit these documents to the Government for evaluation and disposition, and process these documents through the NAVAIR Configuration Control Board (CCB) process. The Contractor shall draft Decision Memorandums and Implementation Letters as required for processing Major A changes through the NAVAIR CCB process.

4.8 Data Management. The Contractor shall draft Contract Data Requirements List (CDRLs) DD Form 1423 for Government review and approval using the CDRL tool. The Contractor shall track all CDRL deliverables received, and distribute to government personnel for review in accordance with the CDRL distribution. The Contractor shall draft CDRL deliverable acceptance and rejection letters in accordance with the CDRL.

4.9 Joint Operational Support Airlift Center Requests. The Contractor shall become and remain certified to perform airlift requests to the Joint Operational Support Airlift Center (JOSAC) in support of travel of Program Office personnel. The Contractor shall request JOSAC flights as required by teams within PMA-207. This task entails the input of travel requirements into the JOSAC system and tracks all approved requests. To be certified under JOSAC the individual must be nominated by the Command, attend the JOSAC/JALIS training (three day course) at either Scott Air Force Base, IL or Naval Air Station New Orleans, and log into the [Joint Air Logistics Information System](#) once a quarter.

4.10 Financial Data and Documentation. The Contractor shall prepare and track financial documents, analyze project financial data, report financial problems to the programs, and recommend corrective action to the programs. The Contractor shall perform financial reconciliation on obligations and expenditures for all Operations and Maintenance Navy funds. The Contractor shall update and develop project spreadsheets, cost databases, financial status reports, collect and organize financial data in response to budget calls and ad hoc data calls. The Contractor shall provide project financial data input to various automated financial management systems and review financial information using official management systems, such as Navy ERP, Electronic Document Access (EDA), and Shared Data Warehouse.

## 5.0 Weapon Systems Procurements Projects (CLIN 7X01)

5.1 Acquisition Analysis. The Contractor shall perform project and acquisition analyses for the planning and execution of production projects. The Contractor shall draft project documentation, briefs, point papers and other pertinent program-related documentation and present to the Government for review and further processing. The Contractor shall participate in production planning meetings (i.e. Pre-Procurement Planning Conferences and Formal Procurement Planning Conferences).

5.2 Production Projects. The Contractor shall provide technical analysis, planning, and execution assistance for production projects. The Contractor shall participate in reviews of technical specifications and documentation for production projects. The Contractor shall provide an analysis of deliverables from the Prime Contractors for Contractor Logistics Support (CLS), Sustaining Engineering, and Sustaining Engineering and Logistics Support Services (SELSS) to the Government for further action, and comment on whether submissions represent the application of best engineering practices and accurately define aircraft systems. The Contractor shall recommend aircraft corrective actions, e.g., Specification Change Notices or Engineering Change Proposals (ECP). The Contractor shall analyze and monitor

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GFE and Configuration Management (CM) requirements. The Contractor shall analyze all production aircraft documents delivered with the aircraft for accuracy. The Contractor shall report all discovered inaccuracies to the Government.

5.3 Government Furnished Equipment Tracking. The Contractor shall track Program Government Furnished Equipment (GFE) deliveries to their destination sites, and track and compare actual deliveries of weapon system, and miscellaneous requirements to contract schedules, for weapon system acquisition contracts involving Government Furnished Property (GFP). The Contractor shall compile production and delivery reports that compare GFE contract delivery schedules and actual deliveries to the Installation Lead-Time (ILT) requirements to ensure on-time GFE deliveries. The Contractor shall correlate consignment instructions, acceptance reports, and depot repair production progress data in order to identify potential station production buildup capacities. The Contractor shall evaluate sources of GFE commodities, installation lead time, and contract schedules against actual deliveries to identify shortcomings or problem areas related to production and delivery of GFE. The Contractor shall identify any potential impacts on contract schedules and make present options to eliminate or minimize impacts for current and future GFP deliveries. The Contractor shall update reports to support this task using the current MIS and Defense Security Services (DSS).

5.4 Procurement Initiation Documents and Procurement Requests. The Contractor shall provide technical expertise and recommendations on production PID efforts. The Contractor shall attend Procurement Planning Conferences, assist with the establishment of procurement planning requirements and milestones in PMT, assist with the development of procurement documentation, and assist with the tracking of milestones in accordance with the Naval Air Systems Command (NAVAIR) procurement process and the Procurement Initiation Document/Procurement Request process. The Contractor shall input and track each acquisition project's information utilizing PMT and enter project information into Navy ERP.

5.5 Production Risks, Issues, and Opportunities. The Contractor shall evaluate and provide technical analysis for weapon systems production Risks, Issues, and Opportunities (RIO) and provide recommendations for discrepancy resolution and mitigation plans. The Contractor shall draft Performance Measurement and Cost Analysis Assessments in response to customer data calls. The Contractor shall review and identify potential deficiencies in weapon system processes and sub-processes. The Contractor shall recommend alternative strategies and provide draft project plans, milestone and delivery schedules for weapon systems, as well as draft presentation materials incorporating technical and schedule overviews.

5.6 Operational Objectives Analysis. The Contractor shall review and analyze the weapon system's operational objectives relative to performance, cost, equipment, facilities, installations, and delivery schedules. The Contractor shall review and analyze acquisition plans for project efforts relating to weapon systems production, design services, advance planning, and installation requirements. The Contractor shall update databases and documentation to accurately reflect cost, schedule, and performance changes determined by Government.

5.7 Configuration Management. The Contractor shall provide technical input for Major A changes, locally generated configuration changes, and Federal Aviation Administration (FAA) approved or directed Service Actions (Service Bulletins and Service Letters) to determine applicability, cost, schedule impact, performance, and identification of potential discrepancies. The Contractor shall review and assess the impact of proposed reliability, maintainability, and performance changes to the overall weapon system and operational objectives relative to performance, cost, equipment, facilities, and installation and delivery schedules. The Contractor shall draft and process Configuration Control Board Requests/Directives in accordance with NAVAIRINST 4130.1E for Major A changes, submit these documents to the Government for evaluation, and process these documents through the NAVAIR Configuration Control Board (CCB) for disposition. The Contractor shall draft Decision Memorandums and Implementation Letters as required for processing Major A changes through the NAVAIR CCB process.

5.8 CDRL Deliverables Tracking. The Contractor shall track all CDRL deliverables received and provide for review in accordance with the CDRL distribution. The Contractor shall prepare CDRL deliverable acceptance and rejection letters in accordance with the CDRL requirements.

5.9 Financial Data and Documentation. The Contractor shall prepare and track financial documents, analyze project financial data, report financial problems to the programs, and recommend corrective action to the programs. The Contractor shall perform financial reconciliation on obligations and expenditures for all Operations and Maintenance Navy funds. The Contractor shall update and develop project spreadsheets, cost databases, financial status reports, collect and organize financial data in response to budget calls and ad hoc data calls. The Contractor shall provide project financial data input to various automated financial management systems and review financial information using official management systems, such as Navy ERP, Electronic Document Access (EDA), and Shared Data Warehouse.

## **6.0 Weapon Systems Modification Projects (CLIN 7X02)**

6.1 Weapon Systems Modification Projects Analysis. The Contractor shall perform project analyses, planning and execution for modification projects. Generate draft project documentation, briefs, point papers and other pertinent program related documentation and present to the Government for review and further processing.

6.2 Modification Projects Tracking. The Contractor shall provide technical analysis, modification plans, and track execution for all modification projects. The Contractor shall participate in review of technical specifications and documentation for projects in support of all modification projects. The Contractor shall track aircraft modifications and the functional, allocated, and product baselines for the assigned

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platforms in PMA-207. The Contractor shall analyze and monitor GFE and Configuration Management (CM) requirements. Provide analyses of configuration, deliveries, and deficiencies.

6.3 Government Furnished Equipment. The Contractor shall track Program Government Furnished Equipment (GFE) deliveries to their destination sites, and track and compare actual deliveries of weapon system, and miscellaneous requirements to contract schedules, for weapon system modification contracts involving Government Furnished Property (GFP). The Contractor shall compile production and delivery reports that compare GFE contract delivery schedules and actual deliveries to the Installation Lead-Time (ILT) requirements to ensure on-time GFE deliveries. The Contractor shall correlate consignment instructions, acceptance reports, and depot repair production progress data, in order to identify potential station production buildup capacities. To do that, the Contractor shall evaluate sources of GFE commodities, installation lead time, and contract schedules against actual deliveries, and thereby identify shortcomings or problem areas related to production and delivery of GFE. The Contractor shall identify any potential impacts on contract schedules and make recommendations to eliminate or minimize impacts for current and future GFP deliveries. The Contractor shall update custom reports to support this task using the current Management Information Systems (MIS) and Defense Security Services (DSS).

6.4 Procurement Initiation Documents and Procurement Requests. The Contractor shall provide technical expertise and recommendations on modification PID efforts to support retrofit kits, installations and non-recurring activities. The Contractor shall provide assistance with holding Procurement Planning Conferences, establishing procurement planning requirements and milestones, developing procurement documentation and tracking of milestones in accordance with the Naval Air Systems Command (NAVAIR) procurement process and the Procurement Initiation Document/Procurement Request process. The Contractor shall input and track each modification project's information into PMT and Navy ERP.

6.5 Risks, Issues, and Opportunities. The Contractor shall provide technical analysis for modification risks, issues, and opportunities and provide recommendations for discrepancy resolution. The Contractor shall provide assessments of Performance Measurement and Cost Analysis, technical analysis and evaluations, and generate responses to data calls. The Contractor shall review and identify potential deficiencies in weapon system processes and sub-processes. The Contractor shall recommend alternative strategies and provide draft project plans, milestone and delivery schedules for weapon systems, as well as presentation materials incorporating technical and schedule overviews.

6.6 Operational Objectives Analysis. The Contractor shall review and analyze the modification's operational objectives relative to performance, cost, equipment, facilities, installations, and delivery schedules. The Contractor shall review and analyze project efforts relating to weapon systems modifications, design services, advance planning, and installation requirements of acquisition plans. The Contractor shall update databases and documentation to accurately reflect changes. The Contractor shall participate in procurement planning meetings.

6.7 Configuration Management. In support of modification projects, the Contractor shall provide technical input for Major A changes, locally generated configuration changes, and Federal Aviation Administration (FAA) approved or directed Service Actions to determine applicability, cost, schedule impact, performance, and identification of potential discrepancies. The Contractor shall review and assess the impact of proposed reliability, maintainability, and performance changes to the modification and operational objectives relative to performance, cost, equipment, facilities, and installation and delivery schedules. The Contractor shall draft and process Configuration Control Board Requests/Directives in accordance with NAVAIRINST 4130.1E for Major A changes and submit for Government evaluation and disposition, and process these through the NAVAIR Configuration Control Board (CCB) process. The Contractor shall draft Decision Memorandums and Implementation Letters as required for processing Major A changes through the NAVAIR CCB process. The Contractor shall prepare, update, process, and track Technical Directives (TDs) such as Formal Changes and Interim Changes.

6.8 CDRL Deliverable Tracking. In support of modification projects, the Contractor shall track all CDRL deliverables received, and provide for review in accordance with the CDRL distribution. The Contractor shall prepare CDRL deliverable acceptance and rejection letters in accordance with the CDRL.

6.9 Financial Data and Documentation. The Contractor shall prepare and track financial documents, analyze project financial data, report financial problems to the programs, and recommend corrective action to the programs. The Contractor shall perform financial reconciliation on obligations and expenditures for all Aircraft Procurement, Navy Five funds. The Contractor shall update and develop project spreadsheets, cost databases, financial status reports, collect and organize financial data in response to budget calls and ad hoc data calls. The Contractor shall provide project financial data input to various automated financial management systems and review financial information using official management systems, such as Navy ERP, Electronic Document Access (EDA), and Shared Data Warehouse.

## **7.0 Research and Development for Weapon Systems Projects (CLIN 7X03)**

7.1 Meetings. The Contractor shall attend and participate; track actions assigned; provide analysis and input; and develop, prepare, and report on the contents for the following meetings:

- Milestone Decision Briefings
- System Engineering Technical Reviews (SETR)
- System Requirements Review (SRR)
- Preliminary Design Review (PDR)



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- Critical Design Review (CDR)
- Technical Interchange Meetings (TIMs)
- Program Management Reviews (PMR)
- Procurement Planning Conferences (PPC)
- Resource and requirements reviews
- Review boards
- Risk meetings

The Contractor shall prepare draft briefs and take minutes of these meetings as required by the Program Office.

7.2 Program Documentation. The Contractor shall assist in the development of Acquisition Plans (AP), Combined Acquisition Plans, Acquisition Strategy Report (ASR), Acquisition Program Baseline Agreements (APBA), Weapon System Planning Documents (WSPD), Justification and Approvals (J&A), Procurement Initiation Documents (PID), Performance Work Statements (PWS), Statement of Objectives (SOO), Statements of Work (SOW), Contract Data Requirements Lists (CDRL) and Program Objective Memorandum (POM) sheets. The Contractor shall collect, maintain and track the documentation for military weapon system and commercial derivative aircraft procurements. This includes facilitating the development and review of program planning documentation, supporting the identification of objectives, strategy, integration requirements and schedules, providing recommendations for weapon system acquisition and modification schedules, and perform project evaluations of Initial Capability Documents (ICD), Capability Development Documents (CDD), Capability Production Documents (CPD), and other acquisition management related documentation are met. The Contractor shall draft and update formal presentations and project documentation using Commercial off the Shelf (COTS) software tools, such as Microsoft Office Suite and Adobe. The Contractor shall draft appropriate documentation in line with schedule requirements and utilize the current Program Office MIS. The Contractor shall input and track each project's acquisition information into the PMT.

7.3 Project Planning Documentation. The Contractor shall review and analyze procurement documentation for weapons systems and GFP. The Contractor shall review and provide analysis of project planning documentation. This includes identifying objectives, thresholds, strategy, integration requirements and schedules. The Contractor shall analyze and identify cognizant procuring centers, identify and analyze material lead-time requirements such as long lead, manufacturing, installation and procurement of each center, and provide recommendations to ensure cost and schedule are not impacted by long lead issues.

7.4 Market Research. The Contractor shall conduct market research for weapon system research and development programs, identify results, and provide options to the Government.

7.5 Alternative Strategies. The Contractor shall evaluate and identify alternative acquisition strategies and draft program plans, milestone and delivery schedules for weapon systems. The Contractor shall draft related presentation materials incorporating technical and schedule overviews.

## **8.0 Foreign Military Sales Projects (CLIN 7X04)**

8.1 Meetings. The Contractor shall attend and participate; track actions assigned; provide analysis and input; and develop, prepare, and report on the contents for the following meetings:

- Milestone Decision Briefings
- System Engineering Technical Reviews (SETR)
- System Requirements Review (SRR)
- Preliminary Design Review (PDR)
- Critical Design Review (CDR)
- Technical Interchange Meetings (TIMs)
- Program Management Reviews (PMRs)
- Logistics Conference and Planning Definitions (LC&PD)
- Procurement Planning Conferences (PPC)
- Data Requirement Review Boards (DRRB)
- Resource and requirements definitions and reviews
- Review boards
- Risk meetings

The Contractor shall prepare draft briefs, point papers, and take the minutes of these meetings as required by the Program Office both CONUS and OCONUS.

8.2 Program Documentation. The Contractor shall assist in the development of Acquisition Plans (AP), Combined Acquisition Plans, Acquisition Strategy Report (ASR), Acquisition Program Baseline Agreements (APBA), Weapon System Planning Documents (WSPD), Justification and Approvals (J&A), Procurement Initiation Documents (PID), Performance Work Statements (PWS), Statement of Objectives (SOO), Statements of Work (SOW), Contract Data Requirements Lists (CDRL) and Program Objective Memorandum (POM) sheets. The Contractor shall collect, maintain and track the documentation for military weapon system and commercial derivative aircraft procurements in the MIS. This includes facilitating the development and review of program planning documentation, supporting the

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identification of objectives, strategy, integration requirements and schedules; provide recommendations for weapon system acquisition and modification schedules; perform project evaluations of Initial Capability Documents (ICD), Capability Development Documents (CDD), Capability Production Documents (CPD), and other acquisition management related documentation are met. The Contractor shall prepare and update formal presentations and program documentations using Commercial of the Shelf (COTS) such as Microsoft Office Suite and Adobe. The Contractor shall input and track each program's contracting effort information into PMT. The Contractor shall prepare appropriate documentation in line with schedule requirements and utilize the current Program Office MIS.

8.3 Foreign Military Sales Documentation. The Contractor shall draft documentation associated with FMS case development, implementation, execution and funding documentation to include Planning and Availability documentation, and Letters of Request (LORs) and Letters of Offer and Acceptance (LOAs). The Contractor shall coordinate periodic updates and reviews of financial documents as required by FMS customers. The Contractor shall review and analyze procurement documentation for weapons systems and GFP. The Contractor shall review project planning documentation and provide change recommendations, if applicable. This includes project planning documentation such as project objectives, thresholds, strategy, integration requirements, and schedules. The Contractor shall assist in the development of weapon system acquisition modification schedules.

8.4 Case Documentation. The Contractor shall update draft case documentation for Government disposition in response to audits, inquiries by Congress, the Department of Defense (DoD), other Government agencies, media or industry, and Congressional testimony.

8.5 Financial Data and Documentation. The Contractor shall prepare and track financial documents, analyze project financial data, report financial problems to the programs, and recommend corrective action to the programs. The Contractor shall perform financial reconciliation on obligations and expenditures for all FMS funds. The Contractor shall update and develop project spreadsheets, cost databases, financial status reports, collect and organize financial data in response to budget calls and ad hoc data calls. The Contractor shall provide project financial data input to various automated financial management systems and review financial information using official management systems, such as Navy ERP, Electronic Document Access (EDA), and Shared Data Warehouse.

8.6 Operational Objective Analysis. The Contractor shall review and analyze the weapon system's operational objectives relative to performance, cost, equipment, facilities, installations, and delivery schedules. The Contractor shall review and analyze project efforts relating to the production, design services, advance planning, and installation requirements of acquisition plans. The Contractor shall update databases and documentation to accurately reflect changes. The Contractor shall participate in production planning meetings.

8.7 Configuration Management. The Contractor shall provide the program with technical input for Major A changes, locally generated configuration changes, and Federal Aviation Administration (FAA) approved or directed Service Actions to determine applicability, cost, schedule impact, and performance, and to identify potential discrepancies. The Contractor shall review and assess the impact of proposed reliability, maintainability, and performance changes to the overall weapon system and operational objectives relative to performance, cost, equipment, facilities, and installation and delivery schedules. The Contractor shall draft and process Configuration Control Board Requests/Directives in accordance with NAVAIRINST 4130.1E for pre-baseline changes, submit these documents to the Government for evaluation, and process these documents through the NAVAIR Configuration Control Board (CCB) process. The Contractor shall draft Decision Memorandums and Implementation Letters as required for processing changes through the NAVAIR processes.

8.8 Data Management. The Contractor shall track all CDRL deliverables received, and distribute to Government personnel for review in accordance with the CDRL distribution. The Contractor shall draft CDRL deliverable acceptance and rejection letters in accordance with the CDRL.

8.9 Project Schedules. The Contractor shall draft program plans, Integrated Master Schedules (IMS) and Government Master Schedules (GMS) milestones and delivery for program weapon systems. The Contractor shall draft related presentation materials incorporating technical and schedule overviews.

8.10 Customer Interface. The Contractor shall interface with field activities, the Navy International Program Office, NAVAIR FMS office(s), Foreign Military Customers, and other DoD component activities to assist in providing Government response to technical and programmatic questions.

8.11 Case Document Preparation. The Contractor shall draft, compile, organize, archive, and coordinate various case documents and correspondence in accordance with the Naval Correspondence Manual.

8.12 Travel. The Contractor shall utilize the Defense Travel System (DTS) and Scheduled Air Transportation Office (SATO) to perform data input of travel orders, vouchers, and claims for Government approval, in support of individual VR/OSA and C/KC-130 projects.

8.13 Official Visits on Base. The Contractor shall coordinate official visits that require formal visitor access for civilian and military personnel using BASICS II.

8.14 Office Administrative Services: The Contractor shall sort and distribute mail, copy, scan and file documents, coordinate conferences and VTC, and assist with other project communications functions. The Contractor shall review and properly format program

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documentation compiled using PMA-207's MIS.

**9.0 Travel and Material (ODC) (O&M, N) (CLIN 9X00)**

9.1 Travel. The Contractor shall travel, at Government request and approval, to various locations within the continental United States (CONUS) and outside the continental United States (OCONUS). Government Team Leads will identify specific travel requirements for supporting contractor personnel. The COR will approve such travel. Passports for OCONUS travel may be required and shall be acquired by the Contractor. Visit requests and country clearances shall be processed by the Contractor. Only authorized travel expenses having valid receipts and travel claims will be reimbursed to the Contractor in accordance with Joint Travel Regulations.

9.2 Material. The Contractor shall provide material and supplies as required and approved by the COR.

**10.0 Travel and Material (ODC) (APN-2/4) (CLIN 9X01)**

10.1 Travel. The Contractor shall travel, at Government request and approval, to various locations within the continental United States (CONUS) and outside the continental United States (OCONUS). Government Team Leads will identify specific travel requirements for supporting contractor personnel. The COR will approve such travel. Passports for OCONUS travel may be required and shall be acquired by the Contractor. Visit requests and country clearances shall be processed by the Contractor. Only authorized travel expenses having valid receipts and travel claims will be reimbursed to the Contractor in accordance with Joint Travel Regulations.

10.2 Material. The Contractor shall provide material and supplies as required and approved by the COR.

**11.0 Travel and Material (ODC) (APN-5) (CLIN 9X02)**

11.1 Travel. The Contractor shall travel, at Government request and approval, to various locations within the continental United States (CONUS) and outside the continental United States (OCONUS). Government Team Leads will identify specific travel requirements for supporting contractor personnel. The COR will approve such travel. Passports for OCONUS travel may be required and shall be acquired by the Contractor. Visit requests and country clearances shall be processed by the Contractor. Only authorized travel expenses having valid receipts and travel claims will be reimbursed to the Contractor in accordance with Joint Travel Regulations.

11.2 Material. The Contractor shall provide material and supplies as required and approved by the COR.

**12.0 Travel and Material (ODC) (RDT&E, N) (CLIN 9X03)**

12.1 Travel. The Contractor shall travel, at Government request and approval, to various locations within the continental United States (CONUS) and outside the continental United States (OCONUS). Government Team Leads will identify specific travel requirements for supporting contractor personnel. The COR will approve such travel. Passports for OCONUS travel may be required and shall be acquired by the Contractor. Visit requests and country clearances shall be processed by the Contractor. Only authorized travel expenses having valid receipts and travel claims will be reimbursed to the Contractor in accordance with Joint Travel Regulations.

12.2 Material. The Contractor shall provide material and supplies as required and approved by the COR.

**13.0 Travel and Material (ODC) (FMS) (CLIN 9X04)**

13.1 Travel. The Contractor shall travel, at Government request and approval, to various locations within the continental United States (CONUS) and outside the continental United States (OCONUS). Government Team Leads will identify specific travel requirements for supporting contractor personnel. The COR will approve such travel. Passports for OCONUS travel may be required and shall be acquired by the Contractor. Visit requests and country clearances shall be processed by the Contractor. Only authorized travel expenses having valid receipts and travel claims will be reimbursed to the Contractor in accordance with Joint Travel Regulations.

13.2 Material. The Contractor shall provide material and supplies as required and approved by the COR.

**14.0 Increased Capacity Provision for Labor and ODCs (Option) (CLIN 7X05/9X05)**

The contract includes an option associated with each period of performance for an increase in capacity not to exceed ten percent (10%) of the total dollars of the Labor or ODC CLINs within the respective term. This option may be exercised at the Government's discretion, if the Government determines a need for an increase in the level of effort to be provided by the Contractor, due to an increase of in-scope project requirements.

**15.0 Data Deliverable (NSP) (CLIN 7X40)**

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The Contractor shall track all funds and man-hours expended for labor by labor category and numbers of personnel for all labor CLINs affected. The Contractor shall track and report on all funds expended for travel and materials for all relevant CLINs. The Contractor shall submit the Funds and Man-Hours Expenditure Report in accordance with CDRL A001 in the Base Period and CDRLs AA01/AB01 /AC01/AD01 in each Option Period, respectively.

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## SECTION D PACKAGING AND MARKING

**Items 7000-7005, 7100-7105, 7200-7205, 7300-7305, 7400-7405, 9000-9005, 9100-9105, 9200-9205, 9300-9305, and 9400-9405:** Packaging and marking is not applicable to these items.

**Items 7040, 7140, 7240, 7340, and 7440:** The data to be furnished hereunder shall be packaged and marked in accordance with Exhibit A, Contract Data Requirements List (CDRL), DD Form 1423.

### HQ D-1-0001 PACKAGING OF DATA

Data to be delivered by Integrated Digital Environment (IDE) or other electronic media shall be as specified in the contract. All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating manual (NISPOM) DOD 5220.22-M dated 28 February 2006 with Change 1 dated 28 March 2013.

### HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

- (1) Name and business address of the Contractor
- (2) Contract Number
- (3) Task Order Number
- (4) Sponsor:
  - a. Name of Individual Sponsor: See Section G COR.
  - b. Requiring Activity: PMA-207

Address: 46690 Hinkle Circle B419, Patuxent River, MD 20670

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## SECTION E INSPECTION AND ACCEPTANCE

**NOTE: ALL PROVISIONS AND CLAUSES OF SECTION E OF THE BASIC CONTRACT APPLY TO THIS TASK ORDER UNLESS OTHERWISE SPECIFIED IN THE TASK ORDER, IN ADDITION TO THE FOLLOWING:**

Section E information is applicable to CLINs 7000-7005, 7040, 7100-7105, 7140, 7200-7205, 7240, 7300-7305, 7340, 7400-7405, 7440, 9000-9005, 9100-9105, 9200-9205, 9300-9305, and 9400-9405.

Supplies/Services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
7000	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
7003	Destination	Government	Destination	Government
7004	Destination	Government	Destination	Government
7005	Destination	Government	Destination	Government
7040	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7102	Destination	Government	Destination	Government
7103	Destination	Government	Destination	Government
7104	Destination	Government	Destination	Government
7105	Destination	Government	Destination	Government
7140	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
7202	Destination	Government	Destination	Government
7203	Destination	Government	Destination	Government
7204	Destination	Government	Destination	Government
7205	Destination	Government	Destination	Government
7240	Destination	Government	Destination	Government
7300	Destination	Government	Destination	Government
7301	Destination	Government	Destination	Government
7302	Destination	Government	Destination	Government
7303	Destination	Government	Destination	Government
7304	Destination	Government	Destination	Government
7305	Destination	Government	Destination	Government
7340	Destination	Government	Destination	Government
7400	Destination	Government	Destination	Government
7401	Destination	Government	Destination	Government
7402	Destination	Government	Destination	Government
7403	Destination	Government	Destination	Government
7404	Destination	Government	Destination	Government
7405	Destination	Government	Destination	Government
7440	Destination	Government	Destination	Government
9000	Destination	Government	Destination	Government
9001	Destination	Government	Destination	Government

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9002	Destination	Government	Destination	Government
9003	Destination	Government	Destination	Government
9004	Destination	Government	Destination	Government
9005	Destination	Government	Destination	Government
9100	Destination	Government	Destination	Government
9101	Destination	Government	Destination	Government
9102	Destination	Government	Destination	Government
9103	Destination	Government	Destination	Government
9104	Destination	Government	Destination	Government
9105	Destination	Government	Destination	Government
9200	Destination	Government	Destination	Government
9201	Destination	Government	Destination	Government
9202	Destination	Government	Destination	Government
9203	Destination	Government	Destination	Government
9204	Destination	Government	Destination	Government
9205	Destination	Government	Destination	Government
9300	Destination	Government	Destination	Government
9301	Destination	Government	Destination	Government
9302	Destination	Government	Destination	Government
9303	Destination	Government	Destination	Government
9304	Destination	Government	Destination	Government
9305	Destination	Government	Destination	Government
9400	Destination	Government	Destination	Government
9401	Destination	Government	Destination	Government
9402	Destination	Government	Destination	Government
9403	Destination	Government	Destination	Government
9404	Destination	Government	Destination	Government
9405	Destination	Government	Destination	Government

**CLAUSES INCORPORATED BY REFERENCE**

52.246-5	Inspection of Services -- Cost-Reimbursement	APR 1984
252.246-7000	Material Inspection and Receiving Report	MAR 2008

**CLAUSES INCORPORATED BY FULL TEXT**

**5252.246-9512 INSPECTION AND ACCEPTANCE (NAVAIR) (OCT 2005)**

(a) Inspection and acceptance of the supplies or services to be furnished hereunder shall be performed by the COR.

(b) Acceptance of all Contract Line Items/Sub Line Items (CLINs/SLINs) shall be made by signature of the accepting authority on a DD Form 250 submitted through the WAWF system. Acceptance will only occur when the accepting authority is sure that inspections performed demonstrate compliance with contract requirements.

**5252.246-9514 INSPECTION AND ACCEPTANCE OF TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)**

Inspection and acceptance of technical data and information will be performed by the Procuring Contracting

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Officer (PCO) or his duly authorized representative. Inspection of technical data and information will be performed by ensuring successful completion of the requirements set forth in the DD Form 1423, Contract Data Requirements List (CDRL) and incorporation/resolution of Government review comments on the data items. Acceptance will be evidenced by execution of an unconditional DD Form 250, Material Inspection and Receiving Report, as appropriate, and/or upon receipt of a second endorsement acceptance by the PCO on the attachment to this contract entitled N/A. The attached form will not be used for high cost data such as drawings, specifications, and technical manuals.



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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	7/1/2018 - 6/30/2019
7001	7/1/2018 - 6/30/2019
7002	7/1/2018 - 6/30/2019
7004	7/1/2018 - 6/30/2019
7040	7/1/2018 - 6/30/2019
7100	7/1/2019 - 6/30/2020
7101	7/1/2019 - 6/30/2020
7102	7/1/2019 - 6/30/2020
7103	7/1/2019 - 6/30/2020
7104	7/1/2019 - 6/30/2020
9000	7/1/2018 - 6/30/2019
9001	7/1/2018 - 6/30/2019
9002	7/1/2018 - 6/30/2019
9004	7/1/2018 - 6/30/2019
9100	7/1/2019 - 6/30/2020
9101	7/1/2019 - 6/30/2020
9103	7/1/2019 - 6/30/2020
9104	7/1/2019 - 6/30/2020

**NOTE: ALL PROVISIONS AND CLAUSES OF SECTION F OF THE BASIC CONTRACT APPLY TO THIS TASK ORDER UNLESS OTHERWISE SPECIFIED IN THE TASK ORDER, IN ADDITION TO THE FOLLOWING:**

Section F information is applicable to CLINs 7000-7002, 7004, 7040, 7100-7102, 7104, 7140, 7200-7202, 7204, 7240, 7300-7302, 7304, 7340, 7400-7402, 7404, 7440, 9000-9002, 9004, 9100-9102, 9104, 9200-9202, 9204, 9300-9302, 9304, 9400-9402, and 9404.

RDT&E CLINs 7003, 7103, 7203, 7303, 7403, 9003, 9103, 9203, 9303, and 9403 will be exercised only if funding becomes available and if needed during the applicable period of performance.

Increased Capacity CLINs 7005, 7105, 7205, 7305, 7405, 9005, 9105, 9205, 9305, and 9405 will be exercised only if needed in accordance with Task Order clause H-1 Increased Capacity Within the Period of Performance during the applicable period of performance.

### CLIN - DELIVERIES OR PERFORMANCE

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

7000	7/1/2018 - 6/30/2019
7001	7/1/2018 - 6/30/2019
7002	7/1/2018 - 6/30/2019
7004	7/1/2018 - 6/30/2019

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7040	7/1/2018 - 6/30/2019
7100	7/1/2019 - 6/30/2020
7101	7/1/2019 - 6/30/2020
7102	7/1/2019 - 6/30/2020
7103	7/1/2019 - 6/30/2020
7104	7/1/2019 - 6/30/2020
9000	7/1/2018 - 6/30/2019
9001	7/1/2018 - 6/30/2019
9002	7/1/2018 - 6/30/2019
9004	7/1/2018 - 6/30/2019
9100	7/1/2019 - 6/30/2020
9101	7/1/2019 - 6/30/2020
9103	7/1/2019 - 6/30/2020
9104	7/1/2019 - 6/30/2020

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

7003	7/1/2018 - 6/30/2019
7005	7/1/2018 - 6/30/2019
7105	7/1/2019 - 6/30/2020
7140	7/1/2019 - 6/30/2020
7200	7/1/2020 - 6/30/2021
7201	7/1/2020 - 6/30/2021
7202	7/1/2020 - 6/30/2021
7203	7/1/2020 - 6/30/2021
7204	7/1/2020 - 6/30/2021
7205	7/1/2020 - 6/30/2021
7240	7/1/2020 - 6/30/2021
7300	7/1/2021 - 6/30/2022
7301	7/1/2021 - 6/30/2022
7302	7/1/2021 - 6/30/2022
7303	7/1/2021 - 6/30/2022
7304	7/1/2021 - 6/30/2022
7305	7/1/2021 - 6/30/2022
7340	7/1/2021 - 6/30/2022
7400	7/1/2022 - 6/30/2023
7401	7/1/2022 - 6/30/2023
7402	7/1/2022 - 6/30/2023
7403	7/1/2022 - 6/30/2023
7404	7/1/2022 - 6/30/2023

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7405	7/1/2022 - 6/30/2023
7440	7/1/2022 - 6/30/2023
9003	7/1/2018 - 6/30/2019
9005	7/1/2018 - 6/30/2019
9102	7/1/2019 - 6/30/2020
9105	7/1/2019 - 6/30/2020
9200	7/1/2020 - 6/30/2021
9201	7/1/2020 - 6/30/2021
9202	7/1/2020 - 6/30/2021
9203	7/1/2020 - 6/30/2021
9204	7/1/2020 - 6/30/2021
9205	7/1/2020 - 6/30/2021
9300	7/1/2021 - 6/30/2022
9301	7/1/2021 - 6/30/2022
9302	7/1/2021 - 6/30/2022
9303	7/1/2021 - 6/30/2022
9304	7/1/2021 - 6/30/2022
9305	7/1/2021 - 6/30/2022
9400	7/1/2022 - 6/30/2023
9401	7/1/2022 - 6/30/2023
9402	7/1/2022 - 6/30/2023
9403	7/1/2022 - 6/30/2023
9404	7/1/2022 - 6/30/2023
9405	7/1/2022 - 6/30/2023

**PLACE OF PERFORMANCE:** The services to be performed herein shall be provided at Naval Air Station, Patuxent River, MD, the Pentagon, Washington, DC, and the Contractor's facility.

**CLAUSES INCORPORATED BY REFERENCE**

52.242-15 Stop-Work Order (Aug 1984)-Alternate I APR 1989

**CLAUSES INCORPORATED BY FULL TEXT**

**5252.211-9507 PERIOD OF PERFORMANCE (NAVAIR) (MAR 1999)**

(a) The contract shall commence on 1 July 2018 and shall continue for a period of 60 months. However, the period of performance may be extended in accordance with the option provisions contained herein.

(b) If FAR Clause 52.216-18, "Ordering", is incorporated into this contract, then the period in which the Government can issue orders under the contract will be extended at the exercise of an option, and extended to the end of that option period.

**5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)**

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Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

- (1) PCO, Code N/A.
- (2) ACO, Code N/A.

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses: See Exhibit A.

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## SECTION G CONTRACT ADMINISTRATION DATA

**NOTE: ALL PROVISIONS AND CLAUSES OF SECTION G OF THE BASIC CONTRACT APPLY TO THIS TASK ORDER UNLESS OTHERWISE SPECIFIED IN THE TASK ORDER, IN ADDITION TO THE FOLLOWING:**

Section G information is applicable to CLINs 7000-7005, 7040, 7100-7105, 7140, 7200-7205, 7240, 7300-7305, 7340, 7400-7405, 7440, 9000-9005, 9100-9105, 9200-9205, 9300-9305, and 9400-9405.

### Ddl-G21 TYPES OF ORDERS UNDER INDEFINITE DELIVERY TYPE CONTRACTS

This is a cost-plus-fixed-fee term type task order.

#### CLAUSES INCORPORATED BY FULL TEXT

#### G-TXT-0001 PAYMENT INSTRUCTIONS (APR 2018)

FOR GOVERNMENT USE ONLY					
Contract/Order Payment Clause	Type of Payment				Payment Office Allocation Method
	Request	Supply	Service	Construction	
52.212-4 (Alt I), Contract Terms and Conditions —Commercial Items 52.216-7, Allowable Cost and Payment 52.232-7, Payments under Time-and- Materials and Labor-Hour Contracts	Cost Voucher	X	X	N/A	Line item specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.
52.232-1, Payments	Navy Shipbuilding Invoice (Fixed Price)	X	N/A	N/A	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.
52.232-1, Payments; 52.232-2, Payments under Fixed-Price Research and Development Contracts; 52.232-3, Payments under Personal Services Contracts; 52.232-4, Payments under Transportation Contracts and	Invoice	X	X	N/A	Line Item Specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.

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Transportation-Related Services Contracts; and 52.232-6, Payments under Communication Service Contracts with Common Carriers					
52.232-5, Payments Under Fixed-Price Construction Contracts	Construction Payment Invoice	N/A	N/A	X	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.
52.232-16, Progress Payments	Progress Payment*	X	X	N/A	Contract-wide proration. Funds shall be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN. Progress Payments are considered contract level financing, and the "contract price" shall reflect the fixed price portion of the contract per FAR 32.501-3.
52.232-29, Terms for Financing of Purchases of Commercial Items; 52.232-30, Installment Payments for Commercial Items	Commercial Item Financing*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
52.232-32, Performance-Based Payments	Performance-Based Payments*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
252.232-7002, Progress Payments for Foreign Military Sales Acquisitions	Progress Payment*	X	X	N/A	Allocate costs among line items and countries in a manner acceptable to the Administrative Contracting Officer.

\*Liquidation of Financing Payments. Liquidation will be applied by the payment office against those ACRNs which are identified by the payment instructions for the delivery payment and in keeping with the liquidation provision of the applicable contract financing clause (i.e., progress payment, performance-based payment, or commercial item financing).

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**252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)**

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s): COST VOUCHER

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer: DESTINATION

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0337
Issue By DoDAAC	N00421
Admin DoDAAC	S3605A
Inspect By DoDAAC	N00019
Ship To Code	N00019
Ship From Code	07GB6
Mark For Code	N00019
Service Approver (DoDAAC)	N00019
Service Acceptor (DoDAAC)	N00019
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA751
Other DoDAAC(s)	N/A

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(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system: Section G COR.

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact: Section G COR.

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

**SEA 5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)**

(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. 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:

SEE ATTACHMENT 4 - TASK ORDER CEILING SPREADSHEET.

(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 [SEE ATTACHMENT 4] 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).

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

**5252.201-9501 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)(NAVAIR) (SEP 2012)**

(a) The Contracting Officer has designated Emily Benson, 46990 Hinkle Circle Bldg. 419, Patuxent River, MD 20670-1627, PMA-207, 301.757.8568, emily.benson@navy.mil as the authorized Contracting Officer's Representative (COR) to perform the following functions, duties, and/or responsibilities:

(1) Perform production support, surveillance, and status reporting, including timely reporting of potential and actual slippages in contract delivery schedules; which includes the following:

- a. Review, comment, and report on the contractor's progress and ensure the contractor complies with reporting requirements;
- b. Keep track of funds expended and remaining funds available so as not to overspend on the contract or order;
- c. Pay particular attention to the timely review of invoices to ensure that proper labor categories are charged, travel and other items appear consistent with performance, and that charges are reasonable for the work performed.

(2) Except for requirements originated by you, accept services and/or deliverables when completed, unless



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otherwise specified in the contract or order, and certify when all deliverables have been accepted by the government.

The preceding list of duties is not intended to be all inclusive. If specific situations arise that you thing require contractual attention, do not hesitate to inform the Contracting Officer. Failure to adhere to the guidelines or to perform assigned duties may result in your removal as COR.

In addition to FAR 42.302(a) Contract Administration functions, the following list of duties is applicable to this requirement:

- (4) Review and evaluate contractors' proposals under Subpart 15.4 and, when negotiation will be accomplished by the contracting officer, furnish comments and recommendations to that officer.
- (16) Ensure timely notification by the contractor of any anticipated overrun or underrun of the estimated cost under cost-reimbursement contracts.
- (30) Ensure compliance with contractual Government furnished property requirements.
- (38) Ensure contractor compliance with contractual quality assurance requirements (see Part 46).
- (39) Ensure contractor compliance with contractual safety requirements.
- (47) Assist in evaluating and make recommendations for acceptance or rejection of waivers and deviations.
- (58) Ensure timely submission of required reports.
- (67) Support the program, product, and project offices regarding program reviews, program status, program performance and actual or anticipated program problems.
- (71)(11) Prepare evaluations of contractor performance in accordance with Subpart 42.15.

(b) Any additional contract administration functions not listed in 42.302(a) and (b), or not otherwise delegated, remain the responsibility of the contracting office.

The preceding list of duties is not intended to be all inclusive. If specific situations arise that you thing require contractual attention, do not hesitate to inform the Contracting Officer. Failure to adhere to the guidelines or to perform assigned duties may result in your removal as COR.

(c) The effective period of this COR designation is the performance period of the task order.

**5252.204-9503 EXPEDITING CONTRACT CLOSEOUT (NAVAIR) (JAN 2007)**

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$1,000 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party might be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

**5252.232-9510 PAYMENT OF FIXED FEE (NAVAIR) (OCT 2005)**

(a) The fixed fee, as specified in Section B of this contract, subject to any adjustment required by other provisions of this contract, will be paid in installments. The fixed fee will be paid not more frequently than monthly based on the allowable cost. The amount of each such installment shall be in the same ratio to the total fixed fee as the net direct labor hours expended during the installment period is to direct labor hours specified in the clause entitled "Level of Effort" or the dollars per hour (based on the fixed fee divided by the level of effort hours). Payment shall be made in accordance with FAR Clauses 52.216-7, "Allowable Cost and Payment", and 52.216-8, "Fixed Fee".

(b) In the event of termination of the work in accordance with the FAR Clause 52.232-22, "Limitation of Funds", the fixed fee shall be redetermined by mutual agreement equitably to reflect the reduction of the work

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performed. The amount by which such fixed fee is less than or exceeds payments previously made on account of fee, shall be paid to (or repaid by) the contractor.

- (c) The balance of the fixed fee shall be payable in accordance with other clauses of this contract.
- (d) For indefinite delivery type contracts the terms of this clause apply to each delivery/task order there under.

**5252.242-9511 CONTRACT ADMINISTRATION DATA (NAVAIR)(NOV 2017)**

(a) Contract Administration Office.

(1) Contract administration functions (see FAR 42.302(a) and DFARS 242.302(a)) are assigned to: See the ADMINISTERED BY Block on the face page of the contract, modification, or order.

(b) Special Instructions (see FAR 42.202(b) and (c)):

(1) The following contract administration functions are retained (see FAR 42.302(a) and DFARS 242.302(a)):

Functions Retained	Retained for Performance By:
(3) Conduct post-award orientation conferences.	PCO
(4) Review and evaluate contractors' proposals under <a href="#">Subpart 15.4</a> and, when negotiation will be accomplished by the contracting officer, furnish comments and recommendations to that officer.	COR
(16) Ensure timely notification by the contractor of any anticipated overrun or underrun of the estimated cost under cost-reimbursement contracts.	COR
(24) Negotiate and execute contractual documents for settlement of partial and complete contract terminations for convenience, except as otherwise prescribed by Part 49.	PCO
(30) Ensure compliance with contractual Government furnished property requirements.	COR
(38) Ensure contractor compliance with contractual quality assurance requirements (see <a href="#">Part 46</a> ).	COR
(39) Ensure contractor compliance with contractual safety requirements.	COR
(47) Assist in evaluating and make recommendations for acceptance or rejection of waivers and deviations.	COR
(51) Consent to the placement of subcontracts.	PCO
(58) Ensure timely submission of required reports.	COR
(67) Support the program, product, and project offices regarding program reviews, program status, program performance and actual or anticipated program problems.	COR

(2) The following additional contract administration functions are assigned (see FAR 42.302(b)):

Additional Functions	Retained for Performance By:
(71) (11) Prepare evaluations of contractor performance in accordance with <a href="#">Subpart 42.15</a> .	COR

(c) Inquiries regarding payment should be referred to MyInvoice through the Wide Area Workflow eBusiness Suite: <https://wawf.eb.mil/>.

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CIN 130071240600001		
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LLA :		
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CIN 130071240600002		
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CIN 130071242300011		
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LLA :		
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CIN 130071242300015		
700201	1300712423-0001	80669.00
LLA :		
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CIN 130071242300001		
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CIN 130071242300007		
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LLA :		
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CIN 130071242300008		
700205	1300712423-0001	165600.00
LLA :		
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CIN 130071242300010		
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CIN 130071258400001		
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LLA :		
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CIN 130071240600003		
900101	1300712423-0001	4800.00
LLA :		

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CIN 130071242300012

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CIN 130071242300002

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CIN 130071242300004

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Cumulative Funding 1256295.23

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LLA :  
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MOD P00001 Funding 1093920.94  
Cumulative Funding 2350216.17

MOD P00002

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MOD P00002 Funding 2438634.25

Cumulative Funding 4788850.42

MOD P00003

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700205 1300712423-0001 (6118.40)

LLA :  
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CIN 130071242300010

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LLA :  
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700208 130071242300019 (29537.54)

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LLA :  
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 CIN 130071242300012

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 CIN 130071242300016

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900203 1300712423-0001 (665.04)  
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 CIN 130071242300009

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 CIN 130071258400001

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 LLA :  
 BF 97X4930 NH2A 251 77777 0 050120 2F 000000 A00005330065

MOD P00003 Funding -194983.38  
 Cumulative Funding 4593867.04

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

**Note: All provisions and clauses of Section H of the basic contract apply to this task order, unless otherwise specified in the task order, in addition to the following:**

Section H information is applicable to CLINs 7000-7005, 7040, 7100-7105, 7140, 7200-7205, 7240, 7300-7305, 7340, 7400-7405, 7440, 9000-9005, 9100-9105, 9200-9205, 9300-9305, and 9400-9405.

### H-1 OPTION TO INCREASE CAPACITY WITHIN PERIOD OF PERFORMANCE (FEB 2011) (AIR-2.5.1)

- (a) The task order includes an option associated with each period of performance for an increase in capacity not to exceed ten percent (10%) of the total dollars of the Labor and ODC CLINs within the respective term. This option may be exercised at the Government's discretion, if the Government determines a need for an increase in the level of effort, to be provided by the contractor, due to increase in-scope program requirements.
- (b) The use of this option does not provide an extension to the length of time of the current term, nor shall the entire task order exceed five (5) years in duration.
- (c) The Government may exercise an option for increased capacity within the period of performance without obligation to exercise succeeding year option(s).
- (d) The exercise of an option for increased capacity within the period of performance may be accomplished anytime during the task order performance, but not later than thirty (30) calendar days prior to the expiration of the task order.
- (e) The Government will be required to give the contractor a preliminary written notice of its intent to exercise the option for increased capacity within the period of performance. The contractor shall be required to use the same hourly rates or Department of Labor hourly rates established for the current term.
- (f) An increased capacity option CLIN cannot exceed 10% of the CLIN it supports during the current term. If the contractor anticipates acceleration of effort greater than 10% during the current term, the contractor shall provide notice in accordance with clause SEA 5252.216-9122 "Level of Effort (Dec 2000)" of the task order.

### 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 **213,600** total man-hours of direct labor (exclusive of optional **21,360** CIC hours, if exercised), including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

	LOE Hrs	CIC Hrs	Total Potential LOE Hrs
Base Period	42,720	4,272	46,992
Option I	42,720	4,272	46,992
Option II	42,720	4,272	46,992
Option III	42,720	4,272	46,992
Option IV	42,720	4,272	46,992

(b) Of the total man-hours of direct labor set forth above, it is estimated that **0** 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.



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(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, 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 **822** 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 Task Order 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 Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Task Order 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 Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fee (Required LOE - Expended LOE)} / \text{Required LOE}$$

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 Task Order 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

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Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

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

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

\* The Contracting Officer referred to in paragraph (j) is the Task Order Contracting Officer.

#### **5252.204-9502 REQUIREMENTS FOR LOCAL SECURITY SYSTEM (NAVAIR) (OCT 2005)**

The contractor agrees to provide locator information regarding all employees requiring a permanent badge for authorized entrance to the Naval Air Station, Patuxent River, MD and the Pentagon, Washington, DC. Entrance is authorized by this contract as a result of tasks associated with performance of the Section C - Statement of Work only. Initial information shall be provided as each individual is assigned to this contract by using the Locator Form SECNAV 5512/1 provided by Attachment 6 to this contract. Thereafter, gains/losses (identification of new and replaced or added individuals) and any changes to current personnel (such as telephone number, building number and room number) shall be provided by attachment to the COR. A point of contact is to be named for any questions/additional information needed by the Government recipient. The Locator Form should be addressed to: Section G COR.

All losses are to have the permanent badges returned to Security Officer, Naval Air Station, Patuxent River, MD 20670 on the last day of the individual's task requirement.

#### **5252.204-9505 SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N) REQUIREMENTS FOR INFORMATION TECHNOLOGY (IT) (NAVAIR) (SEP 2012)**

(a) Contractor personnel assigned to perform work under this contract may require access to Navy Information Technology (IT) resources (e.g., computers, laptops, personal electronic devices/personal digital assistants (PEDs/PDAs), NMCI, RDT&E networks, websites, and Navy Web servers requiring Common Access Card (CAC) Public Key Infrastructure (PKI)). Contractor personnel (prime, subcontractor, consultants, and temporary employees) requiring access to Navy IT resources (including those personnel who previously signed SAAR DD Form 2875) shall submit a completed System Authorization Access Request Navy (SAAR-N), OPNAV 5239/14 (Sep 2011) form or latest version thereof, and have initiated the requisite background investigation (or provide proof of a current background investigation) prior to accessing any Navy IT resources. The form and instructions for processing the SAAR-N form are available at: <https://navalforms.documentservices.dla.mil>.

(b) SAAR-N forms will be submitted to the Government Sponsor or Technical Point of Contact (TPOC) via the contractor's Facility Security Officer (FSO). The designated SAAR-N Government Sponsor or TPOC for

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contractor employees requiring IT access, PMA-207/Section G COR shall be responsible for signing and processing the SAAR-N forms. For those contractors that do not have a FSO, SAAR-N forms shall be submitted directly to the designated SAAR-N Government Sponsor or TPOC. Copies of the approved SAAR-N forms may be obtained through the designated SAAR-N Government Sponsor or TPOC. Requests for access should be routed through the NAVAIR\_SAAR.fct@navy.mil mailbox.

(c) In order to maintain access to Navy IT resources, the contractor shall ensure completion of initial and annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required. If requested, the contractor shall provide to the designated SAAR-N Government Sponsor or TPOC documentation sufficient to prove that it is monitoring/tracking the SAAR-N requirements for its employees who are accessing Navy IT resources. For those contractor personnel not in compliance with the requirements of this clause, access to Navy IT resources will be denied/revoked.

(d) The SAAR-N form remains valid throughout contractual performance, inclusive of performance extensions and option exercises where the contract number does not change. Contractor personnel are required to submit a new SAAR-N form only when they begin work on a new or different contract.

**5252.209-9510 ORGANIZATIONAL CONFLICTS OF INTEREST (NAVAIR) (SERVICES) (MAR 2007)**

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment listed in Attachment J3. The contract will specify to which suppliers and/or equipment subparagraph (f) restrictions apply.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

- (1) "System" includes system, major component, subassembly or subsystem, project, or item.
- (2) "Nondevelopmental items" as defined in FAR 2.101.
- (3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (5) "Advisory and Assistance Services" (AAS) as defined in FAR 2.101.
- (6) "Consultant services" as defined in FAR 31.205-33(a).
- (7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.
- (8) "Affiliates," means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.

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(9) "Interest" means organizational or financial interest.

(10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

[X] (1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of **three years** after the date of completion of the contract. (FAR 9.505-1(a))

[X] (2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of **three years** after the terms of this contract. (FAR 9.505-2(a)(1))

[X] (3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or more than one contractor has been involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of **one year** after the terms of this contract. (FAR 9.505-2(b)(1))

[X] (4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

[X] (5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to

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protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505)

[X] (6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense within **one year** after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

[X] (7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, or the products or services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

- (1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;
- (2) a description of the work to be performed;
- (3) the dollar amount;
- (4) the period of performance; and
- (5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

#### **5252.211-9510 CONTRACTOR EMPLOYEES (NAVAIR)(MAY 2011)**

(a) In all situations where contractor personnel status is not obvious, all contractor personnel are required to identify themselves to avoid creating an impression to the public, agency officials, or Congress that such contractor personnel are Government officials. This can occur during meeting attendance, through written (letter or email) correspondence or verbal discussions (in person or telephonic), when making presentations, or in other

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situations where their contractor status is not obvious to third parties. This list is not exhaustive. Therefore, the contractor employee(s) shall:

- (1) Not by word or deed give the impression or appearance of being a Government employee;
  - (2) Wear appropriate badges visible above the waist that identify them as contractor employees when in Government spaces, at a Government-sponsored event, or an event outside normal work spaces in support of the contract/order;
  - (3) Clearly identify themselves as contractor employees in telephone conversations and in all formal and informal written and electronic correspondence. Identification shall include the name of the company for whom they work;
  - (4) Identify themselves by name, their company name, if they are a subcontractor the name of the prime contractor their company is supporting, as well as the Government office they are supporting when participating in meetings, conferences, and other interactions in which all parties are not in daily contact with the individual contractor employee; and
  - (5) Be able to provide, when asked, the full number of the contract/order under which they are performing, and the name of the Contracting Officer's Representative.
- (b) If wearing a badge is a risk to safety and/or security, then an alternative means of identification maybe utilized if endorsed by the Contracting Officer's Representative and approved by the Contracting Officer.
- (c) The Contracting Officer will make final determination of compliance with regulations with regard to proper identification of contractor employees.

**5252.227-9511 DISCLOSURE, USE AND PROTECTION OF PROPRIETARY INFORMATION (NAVAIR) (FEB 2009)**

- (a) During the performance of this contract, the Government may use an independent services contractor (ISC), who is neither an agent nor employee of the Government. The ISC may be used to conduct reviews, evaluations, or independent verification and validations of technical documents submitted to the Government during performance.
- (b) The use of an ISC is solely for the convenience of the Government. The ISC has no obligation to the prime contractor. The prime contractor is required to provide full cooperation, working facilities and access to the ISC for the purposes stated in paragraph (a) above.
- (c) Since the ISC is neither an employee nor agent of the Government, any findings, recommendations, analyses, or conclusions of such a contractor are not those of the Government.
- (d) The prime contractor acknowledges that the Government has the right to use ISCs as stated in paragraph (a) above. It is possible that under such an arrangement the ISC may require access to or the use of information (other than restricted cost or pricing data), which is proprietary to the prime contractor.
- (e) To protect any such proprietary information from disclosure or use, and to establish the respective rights and duties of both the ISC and prime contractor, the prime contractor agrees to enter into a direct agreement with any ISC as the Government requires. A properly executed copy (per FAR 9.505-4) of the agreement will be provided to the Procuring Contracting Officer.

**5252.228-9501 LIABILITY INSURANCE (NAVAIR) (MAR 1999)**

The following types of insurance are required in accordance with the clause entitled, 52.228-7 "Insurance-Liability to Third Persons" and shall be maintained in the minimum amounts shown:

- (a) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury.
- (b) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$500,000 per

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accident for property damage.

(c) Standard Workman's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

(d) Aircraft public and passenger liability: \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability; \$200,000 per occurrence for property damage. Passenger bodily injury liability limits of \$200,000 per passenger, multiplied by the number of seats or number of passengers, whichever is greater.

**5252.232-9509 TRAVEL APPROVAL AND REIMBURSEMENT PROCEDURES (NAVAIR)(OCT 2013)**

(a) General. Performance under this contract may require travel by Contractor personnel. If travel, domestic or overseas, is required, the Contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances.

(b) Travel Approval Process. Prior approval is required for all travel under this contract. Travel shall be reviewed and approved/disapproved as follows:

(1) The Contractor shall provide the Contracting Officer's Representative (COR) a written request for authorization to travel at least 30 days in advance of the required travel date, when possible. The request should include: purpose of travel, location, travel dates, number of individuals traveling, and all estimated costs associated with the travel (e.g., lodging, meals, transportation costs, incidental expenses, etc.).

(2) The COR will review the travel request and provide, in writing, an approval or disapproval of the travel request to the Contractor and the Procuring Contracting Officer.

(c) Travel Policy.

(1) Travel arrangements shall be planned in accordance with the Federal Travel regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR) and the Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense (hereinafter the JTR).

(2) The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the contract in accordance with FAR Subpart 31.2.

(3) For purposes of reimbursement of travel expenses, the Contractor's official station is defined as within 50 miles of the Contractor's regular work site. (If Contractor has more than one regular work site, the official station is defined as within 50 miles of each of its regular work sites.)

(4) The Contractor's documentation for the reimbursement of travel costs (e.g., receipts) shall be governed as set forth in FAR Subpart 31.2, the FTR, and the JTR.

(5) Car Rental for a team on temporary duty (TDY) at one site will be allowed provided that only one car is rented for every four (4) members of the TDY team. In the event that less than four (4) persons comprise the TDY team, car rental will be allowed if necessary to complete the mission required.

(6) Whenever work assignments require TDY aboard a Government ship, the Contractor will be reimbursed at the per diem identified in the JTR.

**5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES) (NAVAIR)(OCT 2005)**

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services. The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution to such personnel, in accordance with paragraph (d) below.

(c) The contractor agrees that during the first six (6) months of the contract, no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as

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contingent hires), or family friendly leave. In such an event, the contractor must promptly provide the information required by paragraph (d) below to the Contracting Officer for approval prior to the substitution or addition of key personnel.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, information regarding the full financial impact of the change, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

(h) Noncompliance with the provisions of this clause will be considered a material breach of the terms and conditions of the contract for which the Government may seek any and all appropriate remedies including Termination for Default pursuant to FAR Clause 52.249-6, Alt IV, "Termination (Cost-Reimbursement)".

**5252.242-9515 RESTRICTION ON THE DIRECT CHARGING OF MATERIAL (NAVAIR) (JUL 1998)**

(a) The term "material" includes supplies, materials, parts, equipment, hardware and Information Technology (IT) resources including equipment, services and software. This is a service contract and the procurement of material of any kind that are not incidental to and necessary for contract performance may be determined to be unallowable costs pursuant to FAR Part 31. No materials may be acquired under the contract without the prior written authorization of the Contracting Officer's Representative (COR). IT resources may not be procured under the material line item of this contract unless the approvals required by Department of Defense purchasing procedures have been obtained. Any material provided by the contractor is subject to the requirements of the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and applicable Department of the Navy regulations and instructions.

(b) Prior written approval of the COR shall be required for all purchases of materials. If the contractor's proposal submitted for a task order includes a list of materials with associated prices, then the COR's acceptance of the contractor's proposal shall constitute written approval of those purchases.

(c) The costs of general purpose business expenses required for the conduct of the contractor's normal business operations will not be considered an allowable direct cost in the performance of this contract. General purpose business expenses include, but are not limited to, the cost for items such as telephones and telephone charges, reproduction machines, word processing equipment, personal computers and other office equipment and office supplies.



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## SECTION I CONTRACT CLAUSES

**Note: All provisions and clauses of Section I of the basic contract apply to this task order, unless otherwise specified in the task order, in addition to the following:**

Section I information is applicable to CLINs 7000-7005, 7040, 7100-7105, 7140, 7200-7205, 7240, 7300-7305, 7340, 7400-7405, 7440, 9000-9005, 9100-9105, 9200-9205, 9300-9305, and 9400-9405.

### CLAUSES INCORPORATED BY REFERENCE

52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	JUN 2016
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.216-8	Fixed Fee	JUN 2011
52.219-14	Limitations on Subcontracting	JAN 2017
52.219-29	Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns	DEC 2015
52.219-30	Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program	DEC 2015
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.224-3	Privacy Training (Jan 2017) Alternate I	JAN 2017
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1	Disputes (Dec 1991) - Alternate I	MAY 2014
52.233-3	Protest After Award (Jun 1985) - Alternate I	AUG 1996
52.243-2 Alt I	Changes - Cost-Reimbursement (Apr 1984) - Alternate I	AUG 1987
52.251-1	Government Supply Sources	APR 2012
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.244-7001	Contractor Purchasing System Administration-Basic	MAY 2014
252.251-7000	Ordering From Government Supply Sources	AUG 2012

### CLAUSES INCORPORATED BY FULL TEXT

#### **FAR 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.

**Note:** FAR 52.217-8 was evaluated at time of award and calculated on proposed Option Period IV cost/price and level of effort hours as follows:

6 Months Labor CPFF: \$1,225,992.53  
6 Months Labor Hours: 21,360  
6 Months CIC Labor CPFF: \$122,599.25  
6 Months CIC Labor Hours: 2,136  
6 Months ODC Cost: \$225,013.83  
6 Months ODC CIC Cost: \$22,501.38

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

(a) The Government may extend the term of this contract by written notice to the Contractor on or before the expiration of the contract period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 45 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 (5) years.

**52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>

<http://www.acq.osd.mil/dpap/>

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## **SECTION J LIST OF ATTACHMENTS**

Exhibit A - Contract Data Requirements List (CDRL), DD Form 1423

A001 Funds and Man-Hours Expenditure Report

Attachment 1 - DD Form 254 Contract Security Classification Specification

Attachment 2 - Surveillance Activity Checklist

Attachment 3 - Organizational Conflict of Interest List

Attachment 4 - Task Order Ceiling Spreadsheet

Attachment 5 - Government Furnished Property

Attachment 6 - Locator Form SECNAV 5512/1

Attachment 7 - Authorization to Order from Government Supply Sources