

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
05

3. EFFECTIVE DATE
25-May-2016

4. REQUISITION/PURCHASE REQ. NO.
N0006016RC035RT

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE S2404A

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Chantilly VA 20151

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Klett Consulting Group
2488 North Landing Road, Suite 111
Virginia Beach VA 23456-3446

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7794-FK01

10B. DATED (SEE ITEM 13)

20-Jun-2014

CAGE CODE 3CQZ6

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.
- 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).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9
- D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ 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)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Jill H Joscelyn-Smith, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Jill H Joscelyn-Smith

(Signature of Contracting Officer)

24-May-2016

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to Exercise the Option in accordance with Option to Extend the Term of the Contract. Accordingly, said Task Order is modified as follows: a conformed copy of this Task Order is attached to this modification for informational purposes only. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from _____ by _____ to _____

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8301	O&MN,N	0.00		
8302	O&MN,N	0.00		
8303	O&MN,N	0.00		
9301	O&MN,N	0.00		

The total value of the order is hereby increased from _____ by _____ to _____

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8301	0.00		
8302	0.00		
8303	0.00		
9301	0.00		

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8101	R408	Business Support for BMD/IAMD (N82) (O&MN,N)	12.0	MO		
8102	R408	Manpower, Personnel, Training & Education (MPT&E) Business Support for OLW/MOC (N83) (O&MN,N)	12.0	MO		
8103	R408	BMD C2 and Kinetic/Non-Kinetic Fires Support (N83) (O&MN,N)	12.0	MO		
8201	R408	Business Support for BMD/IAMD (N82) (O&MN,N)	12.0	MO		
8202	R408	Manpower, Personnel, Training & Education (MPT&E) Business Support for OLW/MOC (N83) (O&MN,N)	12.0	MO		
8203	R408	BMD C2 and Kinetic/Non-Kinetic Fires Support (N83) (O&MN,N)	12.0	MO		
8301	R408	Business Support for BMD/IAMD (N82) (O&MN,N)	12.0	MO		
8302	R408	Manpower, Personnel, Training & Education (MPT&E) Business Support for OLW/MOC (N83) (O&MN,N)	12.0	MO		
8303	R408	BMD C2 and Kinetic/Non-Kinetic Fires Support (N83) (O&MN,N)	12.0	MO		

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9101	R408	Travel for Base Year (O&MN,N)	1.0	LO	
9201	R408	Travel for Option Year 1 (O&MN,N)	1.0	LO	
9301	R408	Travel for Option Year 2 (O&MN,N)	1.0	LO	

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

USFF N8/9

BALLISTIC MISSILE DEFENSE / INTEGRATED AIR AND MISSILE DEFENSE (BMD/IAMD) AND OPERATIONAL LEVEL OF WAR / MARITIME OPERATIONS CENTER (OLW/MOC) SUPPORT

Attachments:

(1) Contract Requirements List

1. BACKGROUND: United States Fleet Forces Command (USFFC) supports both the Chief of Naval Operations (CNO) and Combatant Commanders worldwide by providing responsive, relevant, sustainable Naval forces ready-for-tasking. The command provides operational and planning support to Combatant Commanders and integrated warfighter capability requirements to the CNO.

Additionally, USFFC serves as the CNO's designated Executive Agent for Anti-Terrorism/Force Protection, Individual Augmentees (IA), Sea Basing and European Phased Adaptive Approach (EPAA) Phase II.

In collaboration with U.S. Pacific Fleet, USFFC organizes, mans, trains, maintains, and equips Navy forces, develops and submits budgets, and executes readiness and personnel accounts to develop both required and sustainable levels of Fleet readiness. Additionally, the command serves as the unified voice for Fleet training requirements and policies to generate combat-ready Navy forces per the Fleet Response Plan using the Fleet Training Continuum.

This performance work statement specifies the tasks and deliverables as they relate to the core functions of USFFC N8/9 Ballistic Missile Defense Requirements / Integrated Air and Missile Defense (BMD/IAMD) Division, USFFC Operational Level of War / Maritime Operations Center (OLW/MOC) Requirements Division and Force Development Branch for the period of performance. USFFC serves as the agent managing Ballistic Missile Defense / Integrated Air and Missile Defense capability requirements and is the execution agent for EPAA Phase II. USFFC also serves as the agent managing Naval Component Command / Numbered Fleet Command (NCC/NFC) OLW/MOC capability requirements.

To accomplish its mission, USFFC N8/9 performs the following in support of (BMD/IAMD):

- Coordinates Fleet assessment of BMD/IAMD capabilities and gaps in support of the Navy Planning, Programming, Budgeting and Execution process and provides recommendations for development and transition of new BMD/IAMD capabilities.
- Collaborates with stakeholders such as Navy Ballistic Missile Defense Enterprise, Commander Naval Forces Europe, Commander Naval Installations Command (CNIC), Commander, Navy Facilities Command, Commander, Navy Air and Missile Defense Command (NAMDC), Chief of Naval Operations N2/N6, N46, N5, and N96 to field European Phased Adaptive Approach Phase II.
- Collaborates with stakeholders, such as Program Executive Office-Command, Control, Communications, Computers, Intelligence (PEO-C4I), Commander, Navy Warfare Development Command (NWDC), Naval War College (NWC), Commander, Navy Information Dominance Forces (NIDF), Chief of Naval Operations (OPNAV) N2/N6, Combatant Commanders (CCDRs), Navy Component Commanders (NCCs), and Numbered Fleet Commanders (NFCs) to provide recommendations for the integration of Doctrine, Organization, Training, Materiel, Leadership and

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Education, Personnel, Facilities, and Policy (DOTMLPF-P) solutions.

To accomplish its mission, USFFC N8/9 performs the following in support of OLW/MOC:

- Coordinates Fleet assessment of OLW/MOC capabilities and gaps in support of the Navy Planning, Programming, Budgeting, and Execution process and provides recommendations for development and transition of new OLW/MOC capabilities.
- Chairs the Fleet MOC Standardization Council (FMSC) Requirements Working Group to continuously improve operational level Command and Control (C2) effectiveness and MOC wholeness. MOC wholeness rests on a framework by which Navy Fleet and Component Commanders exercise command and control through common processes and systems that enable interoperability and effective collaboration with joint, adjacent, and subordinate commands.
- Collaborates with stakeholders, such as NWDC, NWC, PEO-C4I, NIDF, OPNAV N2/N6, NAMDC, NCCs, and NFCs to provide recommendations for the integration of DOTMLPF-P solutions.

2. SCOPE: Contractor support for USFF N8/9 will provide a broad range of technical services to address wholeness gaps in ballistic missile defense (BMD), integrated air and missile and defense (IAMD), maritime fires and Operational Level of War (OLW) manpower, personnel, training and education (MPT&E) issues across the range of OLW/Maritime Operations Center (MOC) activities as articulated in the annual OLW/MOC Integrated Priorities Capability List (IPCL). Specifically, contractor support will work MPT&E issues identified in the OLW/MOC IPCL to develop solutions in the areas of operational planning, operational assessment, maritime targeting, and the integration of kinetic and non-kinetic capabilities. Contractor will also provide the BMD Command and Control (C2) and maritime fires expertise necessary to collaborate with OLW stakeholders and engage MOC personnel via the Fleet MOC Standardization Council (FMSC) Requirements Working Group and mission area capability assessments in the areas of BMD and maritime fires in order to refine capability gaps and identify or develop appropriate solutions across the DOTMLPF-P spectrum through FY13. Contractor support will identify and create solutions for wholeness gaps in European Phased Adaptive Approach (EPAA) Phase II.

3. REFERENCE DOCUMENTS: United States Fleet Forces Missions Functions and Tasks, Aegis Ashore Concept of Employment, Navy Ballistic Missile Defense Enterprise Charter, Overarching Guidance for Interaction between the United States Navy (USN) and the Missile Defense Agency (MDA) regarding Development, Testing, and Transition and Transfer of Maritime Ballistic Missile Defense Elements and Components, Aegis Ashore Annex to the Overarching Guidance for Interaction between the USN and MDA. Maritime Operations Center (NTTP 3-32.1), Maritime Operations at the Operational Level of War (NWP 3-32), Integrated Fleet Capabilities Requirements in Support of Fleet Navy Planning (USFF/PACFLTINST 7100.2A), Warfare Improvement Program (USFF/PACFLTINST 7101.3), MOC Standardization (OPNAVINST 3500.42), MOC Standardization Manual (OPNAV M3400.42), draft Fleet MOC Standardization Council instruction, and the 2014 Program Objectives Memorandum-17 (POM-17) OLW/MOC IPCL guide functions and requirements. These reference documents will be cited for use in each Technical Direction Letter.

4. REQUIREMENT.

4.1 Program Analyst Business Support for BMD/IAMD: Contractor support for ballistic missile defense provides specific subject matter expertise to address shortfall or gaps in fielding ballistic missile defense capabilities in general and Aegis Ashore as a part of European Phased Adaptive Approach in particular. USFF's responsibility to adequately man, train and equip naval forces includes

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an ever-increasing number of ballistic missile defense capabilities. Additionally, in March of 2012, the Chief of Naval Operations designated USFF as the Executive Agent for fielding the European Phased Adaptive Approach Phase II capability, in support of Presidential mandate. Contractor support enables USFF to quickly execute newly assigned duties by accessing personnel with requisite ballistic missile defense experience allowing them to be put on task quickly and funding studies to determine if planned support for EPAA is adequate to support Fleet Wholeness. Additionally, it allows for the targeting of future permanent Military and Civil Servant billet requirements. Specific Support includes:

- 4.1.1** Provide defined training and education pipelines and associated documentation to support decisions within the PPB&E process.
- 4.1.2** Develop and analyze a repository of NOBCs, AQDs and education and training courses applicable to BMD/IAMD requirements in general and Aegis Ashore in particular.
- 4.1.3** Provide briefs and Point Papers and other written documents for the Commander as required to support and defend guidance, structure and manning principles that rationalize the manning, training, equipping and qualification of Aegis Ashore. (CDRL A0001)
- 4.1.4** Conduct DOTMLP-F wholeness studies. Wholeness studies will include; adequacy of current logistical support, adequacy of current training and certification methods, adequacy of MILPERS and contractor support for maintenance of Aegis Ashore, and integration of contractor maintenance personnel into Aegis Ashore watch teams and development of second Aegis Ashore site in Poland
- 4.1.5** Provide end-to-end planning and execution of Infrastructure and Manpower capabilities providing support to BMD/IAMD missions in general and European Phased Adaptive Approach specifically. Analyze and provide recommendation on adequacy of Base Operations Support plans during site activation and enduring mission of Aegis Ashore sites.
- 4.1.6** Attend weekly Division meetings and provide weekly verbal and written status report updates to USFF N8/9 BMD/IAMD Division Director and the COR, which will include a summary of Relevant tasks, discussions or products completed that week. (CDRL A0002)
- 4.1.7** Provide trip reports to USFF N8/9 BMD/IAMD Division Director and the COR in accordance with USFF standard trip report format. (CDRL A0003)
- 4.1.8** Provide end-to-end tracking of BMD MPT&E requirement identification through solution implementation in accordance with the Fleet Warfighter Improvement Process.
- 4.1.9** Analyze IAMD Integrated Priority Capabilities List and prepare USFF endorsement.
- 4.1.10** Analyze OPNAV budget planning documents to determine impacts to BMD/IAMD capabilities and operational tasking.
- 4.1.11** Use Joint Professional Military Education (JPME) level techniques and analytical skills to review and analyze proposed changes to Joint and Service BMD/IAMD doctrine and Navy-wide manning, training and qualification plans to determine impacts to afloat and ashore BMD/IAMD capabilities.
- 4.1.12** Review and analyze Strategic Laydown (SLD) proposals and determine adequacy to match BMD/IAMD missions with BMD/IAMD capabilities.
- 4.1.13** Use Joint Professional Military Education (JPME) level techniques and analytical skills to

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review and analyze Joint BMD/IAMD capabilities requirements, determine Navy equities, provide Commander's response, and recommend inclusion of validated requirements into Navy programs.

4.1.14 Produce Point Papers, Issue Papers, Cover Letters, Analysis Reports, PowerPoint Briefs, Comment Resolution data and other written reports as required by the tasks described above. Prepare USFF response to Joint, Service and Other Governmental Agency requests for information regarding BMD/IAMD capabilities and requirements, specifically Aegis Ashore. (CDRL A0004)

4.2 Manpower, Personnel, Training and Education (MPT&E) Business Support for MOC/OLW: Contract support will fill both a capacity and capability gap in MPT&E necessary to address specific areas articulated in the 2014 POM-17 OLW/MOC IPCL. Though current N8/9 MOC/OLW government employees understand the issues and requirements, they are not experts in MPT&E. Furthermore, there is no TYCOM nor WCOE specifically focused on OLW MPT&E and therefore no ready source from which the FMSC Requirements Working Group can draw manpower and expertise necessary to articulate solutions, conduct research and develop supporting documentation through the OPNAV Planning, Prioritization, Budgeting and Execution (PPB&E) process. The OLW/MOC IPCL articulated 19 capability gaps across the DOTMLPF-P spectrum, and the government personnel in the N8/9 MOC/OLW Division are not sufficient to address the breadth of work necessary to deliver required solutions. Contractor support will be put in place provisionally to develop the depth of understanding required to develop these solutions. Other specific requirements include the following.

4.2.1 Provide briefs, Point Papers and other written documents as required to support and defend guidance, structure and manning principles that rationalize the manning of Fleet staffs and MOCs. (CDRL A0001)

4.2.2 Attend weekly Division meetings and provide weekly verbal and written status report updates to USFF N8/9 OLW/MOC Division Director, which will include a summary of relevant tasks, discussions or products completed that week. (CDRL A0002)

4.2.3 Provide trip reports to USFF N8/9 OLW/MOC Division Director and the COR in accordance with USFF standard trip report format. (CDRL A0003)

4.2.4 Produce Issue Papers, White Papers, Analysis reports, PowerPoint Briefs, Comment Resolution data and other written documents as required by the tasks described herein. Provide MOC MPT&E products, to include organizational assessments in support of training and operations. (CDRL A0004)

4.2.5 Use Joint Professional Military Education (JPME) level techniques and analytical skills, as well as an in-depth knowledge of NTTP 3-32.1, in identification, substantiation and advocacy of OLW/MOC MPT&E requirements to provide defined training and education pipelines and associated documentation that supports decisions within the PPB&E process. (CDRL A0005)

4.2.6 Develop a written/electronic repository of NOBCs, AQDs and education and training courses applicable to the MOCs using Fleet Training Management and Planning System (FLTMPS) and Navy Training Management and Planning System (NTMPS). (CDRL A0006)

4.2.7 Develop an optimal en route training pipeline for personnel reporting to MOCs using FLTMPS, NTMPS and the Training Requirements Module (TRM). (CDRL A0007)

4.2.8 Use Defense Readiness Reporting-Navy (DRRS-N) and knowledge of the OPNAV Planning, Prioritization, Budgeting and Execution (PPB&E) process to provide written periodic status reports

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documenting end-to-end tracking of MOC MPT&E requirement identification through solution implementation in accordance with the 2014 POM-17 OLW/MOC IPCL. (CDRL A0008)

4.2.9 Provide recommended MPT&E-related changes to doctrine, education and training requirements in writing via Comment Resolution Matrix, email or other written format to enhance MOC operations in support of Commander's decision cycle and battle rhythm. (CDRL A0009)

4.3 BMD C2 and Kinetic/Non-Kinetic Fires Support for MOC/OLW: Contract support will fill both a capacity and capability gap in BMD C2, planning, integration, assessment and maritime fires necessary to address specific areas articulated in the 2014 POM-17 OLW/MOC IPCL. Though current N8/9 MOC/OLW Division government employees understand the issues and requirements, they are not experts in the areas of BMD or maritime fires. Furthermore, there is neither a TYCOM nor WCOE specifically focused on OLW BMD and maritime fires and therefore no ready source from which the FMSC Requirements Working Group can draw manpower and expertise necessary to articulate solutions, conduct research and develop supporting documentation through the PPBE process. Contractor support will be put in place provisionally to develop the depth of understanding required to develop solutions to these 2014 capability gaps. Other specific requirements include the following:

4.3.1 Serve as the primary interface and provide expertise for USFF N8/9 OLW/MOC Division to external stakeholders on BMD C2, planning, integration, assessment and maritime fires issues at the MOCs. Coordinate the identification, analysis, articulation and justification of Fleet MOC BMD requirements at the OLW and provides decision support to senior leadership on BMD C2, planning, integration and assessment as it relates to OLW.

4.3.2 Lead solutions development and analysis efforts to define MOC operational capability needs and requirements in the area of BMD C2, planning, integration, assessment and maritime fires and properly scope the issues in order to identify and propose potential solutions across the DOTMLPF-P spectrum. This effort will require coordination with other area expertise and solution providers.

4.3.3 Attend weekly Division meetings and provide verbal and written status report updates to USFF OLW/MOC Division Director, which will include a summary of relevant tasks, discussions or products completed that week. (CDRL A0002)

4.3.4 Research relevant operational level guidance and doctrine needed to provide verbal or written recommendations as required for focused engagement with solution providers and other key stakeholders to enact modifications required to address the BMD C2 and maritime fires gaps detailed in the 2014 POM-17 OLW/MOC IPCL.

4.3.5 Use Joint Professional Military Education (JPME) level techniques and analytical skills, as well as an in-depth knowledge of NTTP 3-32.1, in identification, substantiation, and advocacy of OLW/MOC BMD C2, planning & assessment, maritime kinetic and non-kinetic fires requirements to present Point Papers and other written documents, reports and briefs as required to document the recommended DOTMLPF-P solutions related to BMD C2, planning, integration, assessment and maritime fires as articulated in the 2014 POM-17 OLW/MOC IPCL and support leadership decisions via the PPB&E process. (CDRL A0010)

4.3.6 Provide recommended revisions to MOC doctrine (NTTP 3-32.1) via Comment Resolution Matrix, email or other written means to reflect alignment of MOC BMD and fires elements and processes to facilitate information exchanges with Joint headquarters and subordinate CTFs. (CDRL A0011)

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4.3.7 Provide recommendations to develop new or modify existing tools to better facilitate the integration of kinetic and non-kinetic fires capabilities. This effort will require knowledge of the following programs/systems: Command & Control Battle Management Communications (C2BMC); Global Command and Control System – Maritime (GCCS-M); Joint Automated Deep Operations Coordination System (JADOCS); Maritime IAMD Planning System (MIPS); AEGIS Mission Planner (AMP); MOC System of Systems; Theater Battle Management Core System (TBMCS); Air Defense System Integrator (ADSI); and Link Monitoring and Management Tool (LMMT) (CDRL A0012)

4.3.8 Provide guidance and expertise in the identification and development of an education and training plan to establish core fleet capabilities to develop target lists and desired effects for non-kinetic weapons. (CDRL A0013)

4.3.9 Use knowledge of the OPNAV PPB&E process to provide end-to-end tracking of identification through solution implementation for BMD C2, planning, integration, assessment and maritime fires requirements articulated in the 2014 POM-17 OLW/MOC IPCL. (CDRL A0014)

4.3.10 Provide written and verbal recommendations to the development of a Navy kinetic/non-kinetic effects synchronization CONOPS and TTP. (CDRL A0015)

4.4 Program Analyst Support for BMD/IAMD Fleet Introduction and Strike Group Interoperability: Contractor support for Fleet Introduction and Strike Group Interoperability will provide ballistic missile defense and integrated air and missile defense expertise to analyze plans to introduce new capabilities to the fleet or upgrade existing capabilities. USFF's responsibility to adequately man, train, and equip naval forces includes an ever increasing number of BMD and IAMD demands supported by an increasingly complex system of combat systems. Additionally, in January 2015, the new Commander, Fleet Forces Command initiated a new Line of Operation, Force Development, which will assess the maintenance and modernization plans for Carrier Strike Groups, Expeditionary Strike Groups, and independent deploying units to be analyzed for complete DOTMLP-F wholeness prior to entering the Optimized Fleet Response Plan. The Force Development branch is charged with performing these assessments. Specific Support includes:

4.4.1 Assess Aegis Combat System DOTMLP-F wholeness. Assessment will include adequacy of logistical support, adequacy of training and certification methods, adequacy of operational testing, and integration efforts to prepare combat systems for installation on our deploying units.

4.4.2 Review doctrine, education, and training requirements to enhance BMD/IAMD operations in a strike group environment and support of Commander's decision cycle and battle rhythm.

4.4.3 Identify and substantiate requirements to support global BMD/IAMD capabilities and impact of changes in support from other warfare areas (e.g., Electronic Warfare, Strike, Information Operations, etc.) to BMD/IAMD missions.

4.4.4 Assess and provide fleet input to Aegis Modernization planning, including fleet requirements for future capability builds and fleet impacts of Aegis Baseline consolidation.

4.4.5 Evaluate technical and acquisition community BMD/IAMD modernization proposals against DOTMLP-F criteria to ensure fleet introduction is executed with proper mission wholeness.

4.4.6 Produce Point Papers, Issue Papers, Cover Letters, Analysis Reports, PowerPoint Briefs, Comment Resolution data and other written reports as required by the tasks described above. Prepare USFF response to Joint, Service and Other Governmental Agency requests for information regarding BMD/IAMD capabilities and requirements as they affect strike group readiness. (CDRL A0004)

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4.4.7 Attend weekly Division meetings and provide weekly verbal and written status report updates to USFF Force Development Branch Head and the COR, which will include a summary of relevant tasks, discussions or products completed that week. (CDRL A0002)

5. Deliverables:

5.1 Monthly Financial Status Report (MFSR) (CDRL A0016):

The contractor shall provide a MFSR consistent with the invoice period, by the 5th workday of the month, to the COR and TA. The reports shall include the following information:

- Total funds expended during the previous month, total hours, and travel expended during the previous month, and cumulative total to date.
- Hours and travel expended identified by individual, functional role (as applicable), and labor category.
- Financial synergies and cost efficiencies.

The contractor shall notify the contracting officer, COR, and TA within 24 hours when 70% of the funds under this contract have been expended.

5.2 Trip Report (CDRL A0003):

The contractor shall submit a post travel trip report to the COR, ACOR, and applicable TAs within five (5) working days following the conclusion of the trip. The report shall including a summary of time tables, accomplishments, significant discussions, events, contacts, and action items.

6. Personnel Qualifications

6.1 Technical qualifications

6.1.1 BMD Program Analyst: (1 KEY PERSONNEL)

Experience Requirement(s):

- Four (4) years cumulative and relevant experience within the last ten (10) years serving on a CCDR, NFC, NCC, Type Commander, Joint, service, or Echelon III or above flag staff.
- Two (2) years relevant programming and budgeting experience required.
- Two (2) years relevant experience on a Navy installation command staff or Navy region staff required.
- Two (2) years' experience in an MPT&E related staff position required.
- Demonstrated knowledge and experience with the OPNAV Planning, Prioritization, Budgeting, and Execution (PPB&E) process.
- Possess analytical skills to support identification, substantiation, and advocacy of requirements to support BMD/IAMD missions.

6.1.2 OLW/MOC MPT&E Program Analyst: (1 KEY PERSONNEL)

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Experience Requirement(s):

- Five (5) years relevant experience within the last ten (10) years as an action officer on a CCDR, NFC, NCC, Joint, service, or Echelon III or above flag staff required.
- At least one (1) of the following required:
 - Three (3) or more years as a Program Analyst on an NFC, NCC, CCDR, or joint staff in an OLW/MOC MPT&E requirements related position
 - Three (3) or more years as of experience serving on a CTF staff, service equivalent, or JTF staff in an Administrative position responsible for assignment of personnel to operational staff billets.
- Three (3) years' experience within the last ten (10) years in a MPT&E related staff position on a JTF, CTF, or service equivalent, or other Navy command required.
- Three (3) years of experience working issues related to the following programs: Fleet Training Management and Planning System (FLTMPS), Navy Training Management and Planning System (NTMPS), Defense Readiness Reporting System (DRRS), and the Training Requirements Module (TRM) of the Corporate Enterprise Training Activity and Resource Systems (CeTARS) is required.
- Demonstrated knowledge and experience with the OPNAV Planning, Prioritization, Budgeting and Execution (PPB&E) process.
- Possess analytical skills to support identification, substantiation and advocacy of OLW/MOC MPT&E requirements.

6.1.3 OLW/MOC BMD C2 and Maritime Fires Program Analyst: (1 KEY PERSONNEL)

Experience Requirement(s):

- Five (5) years relevant experience within the last ten (10) years as a BMD and/or Fires action officer on a CCDR, NFC, NCC, Joint, service, or Echelon III or above flag staff required.
- Three (3) or more years' experience as a Program Analyst on an NFC, NCC, CCDR, or joint staff in an OLW/MOC BMD C2, planning & assessment, kinetic and non-kinetic requirements related position required.
- Three (3) years of experience working issues related to all the following programs: Command & Control, Battle Management Communications (C2BMC); Global Command and Control System – Maritime (GCCS-M); Joint Automated Deep Operations Coordination System (JADOCS); Maritime IAMD Planning System (MIPS); AEGIS Mission Planner, MOC System of Systems, Theater Battle Management Core System (TBMCS); Air Defense Systems Integrator (ADSI); and Link Monitoring and Management Tool (LMMT) required.
- Demonstrated knowledge and experience with the OPNAV Planning, Prioritization, Budgeting and Execution (PPB&E) process.
- Possess analytical skills to support identification, substantiation and advocacy of OLW/MOC BMD C2, planning & assessment, maritime kinetic and non-kinetic fires requirements.

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6.1.4 BMD/IAMD Program Analyst : (1 KEY PERSONNEL)

Experience Requirement(s):

- Four (4) years cumulative and relevant experience within the last ten (10) years serving on a CCDR, NFC, NCC, Type Commander, Joint, service, or Echelon III or above flag staff.
- Two (2) years relevant experience on a Navy installation command staff or Navy region staff required.
- Two (2) years' experience with afloat Aegis Combat Systems required.
- Two (2) years' experience with Carrier Strike Group staff level work or Air Warfare Commander experience in a Composite Warfare Commander environment.
- Possess analytical skills to support identification, substantiation and advocacy of requirements and DOTMLPF wholeness to support BMD/IAMD missions.

7. Government Furnished Property/Material (GFP/GFM): While performing work at government facilities, the Contractor will be provided office space as appropriate by the assigned lead. The Contractor will have access to a computer, printer, facsimile machine, copy machine, and telephone on a temporary and not-to-interfere basis with existing services. The Contractor will also be provided access to reference material, Web site access, and CD ROMs for required research. All provided databases will remain property of the U.S. Navy. The contractor shall not retain any government furnished equipment or materials without approval from USFFC N8/9.

8. Common Access Card (CAC): The Contractor employee, fulfilling this contract must obtain a DoD CAC. The CAC is a multi-functional "smart" card. It is the official DoD identification card for military, civil service and Contractor personnel. It is also the DoD Geneva Convention for all military, civil service and Contractors accompanying military personnel in hostile areas. It is used to grant access to DoD installations and some buildings. It is also used to access DoD networks and secure websites. The COR will connect the contractor personnel with the Trusted Agent (TA). The employee will submit an application to the TA, who will review the application, verify, reject and/or approve. If rejected, the system notifies the Contractor and records the rejection. If approved, the system will update Defense Enrollment Eligibility Reporting System (DEERS) with the Contractor information and direct the Contractor, by e-mail to proceed to a military facility/installation that has a Real-time Automated Personnel Identification System (RAPIDS) workstation for CAC issuance.

Contractor personnel shall be required to wear a Contractor identification badge and government supplied badge and/or CAC at all times while on Government property. The Contractor shall take appropriate precautions to prevent security violations, ensure possible compromises are reported in a timely manner, and promote a high level of security awareness among personnel assigned to the contract.

The primary place of performance shall be on-site/off-site at the locations listed, which dictates that all personnel performing on-site must possess U.S. Citizenship and an active DoD clearance at the Secret Level and may be subject to a Government Security Investigations and must meet eligibility for access to classified information. The positions require the proposed personnel to be trained and certified to DoD requirements in order to perform the duties.

The contractor shall abide by established processes and procedures for the issuance and collection of government furnished Common Access Cards (CACs) for all contractor personnel when there is a

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hire, resignation or termination. All CACs contain personal identifiable information (PII) that shall be controlled in accordance with government directives. Upon termination or resignation all CACs are to be turned in immediately to the contractor's respective government appointed Technical Assistant reporting to the COR. The cards shall then be returned to any RAPIDS issuance location for proper disposal.

Any unauthorized possession of an official identification card, (i.e. CAC) can be prosecuted criminally under section 701 of title 18, United States Code (U.S.C) which prohibits photographing or otherwise reproducing or possessing DoD identification cards in an unauthorized manner, under penalty of fine, imprisonment or both. The Contractor shall have procedures in place to ensure the retrieval and return of the government furnished equipment (CACs) from contractor personnel who are no longer supporting the contract.

The CAC is the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement or when the DoD affiliation of the contracted personnel has been termination.

9. Travel: Some travel is anticipated. Travel to Washington D.C., Dahlgren VA and Moorestown NJ will be required in execution of duties. Infrequent travel to Huntsville AL and Naples IT may be required. Travel expenses shall be reimbursed on the basis of actual costs in accordance with the Joint Travel Regulations. All travel requests shall be submitted to the COR per USFF travel processes and procedures utilizing the Travel Authorization Request form. All travel shall be approved in advance by the COR. When required, contractor personnel shall be expected to travel on short notice to designated worldwide locations. Advance booking and/or discount rates shall be utilized, whenever possible, if military/government travel is available it should be used. All contractor personnel providing continuing support on a world-wide basis shall be required to have a valid passport on hand at all times.

10. Quality Control: The contractor will be responsible for quality control while performing under this contract and will ensure that the requirements of the contract are adhered to as specified in the Quality Assurance Surveillance Plan outlined in paragraph (14).

11. Policy and Procedures: All Contractors working at or on a USFFC contract must comply with all USFFC Security and Administrative policy and procedures, as identified by the-COR.

12. Non-Disclosure Agreements: Due to the interrelationship of contractor workforce assigned to USFFC, all contractors assigned to a USFFC contract shall sign a non-disclosure agreement in accordance with DFARS 227.7103-7 and/or a USFFC Non-Disclosure agreement.

13. Government Purpose Rights and Intellectual Property: All products generated by personnel assigned to this effort shall be considered both the physical and intellectual property of the government. This shall include, but not limited to, all documents, spreadsheets, reference material and briefs, (both verbal and written). All information, techniques, strategy, and derived components that are associated to this effort shall also be considered intellectual property of the government. No dissemination of information shall occur without the consent of the agency COR.

14. Security Clearance Requirements: Contractor shall be able to provide SME support with clearances up to and including GENSER/SECRET level. The contractor shall abide by all USFF, DON, and DOD instructions, rules, procedures, and standards of conduct. The contractors request for visit authorization shall be submitted in accordance with DOD 5220.22(series) (Industrial Security Manual for Safeguarding Classified Material) no later than one (1) week prior to visit. Active secret clearances are required for all positions. All contractor personnel shall be eligible for secrete

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clearances for all positions as required. It is the contractor's responsibility to obtain the requisite clearance levels for all contractor personnel prior to the start of work. In the event that contractor personnel cannot obtain a secret clearance, prior to the required start date, the contractor shall notify the COR. The COR shall decide if the delay in obtaining a clearance while the contractor is charging to the task is acceptable a DD-254 shall be provided for the contractor to complete and utilize for security purposes. A copy of the completed form shall be faxed back to the COR and USFF security officer.

15. Contract Deliverables : Deliverables shall be submitted in hard copy and fully editable soft copy. Deliverables are subject to review and, if warranted, may be returned to the contractor for revision due to content inaccuracies and/or clerical errors.

All documentation shall provide traceability to enable Government review and verification. At specific milestones, the contractor shall provide interim reviews of the work accomplished to permit determination of the quality of the effort or receive government guidance. If deficiencies are found, the contractor shall provide for timely and corrective action.

16. Quality Assurance Surveillance Plan. These are the standards against which the contractor's performance work on this contract will be measured.

Deliverables	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Manning briefs, papers, and documents	Provide briefs, Point Papers, and other written documents as required to support and defend guidance, structure and manning principles. (See Paragraphs 4.1.3 and 4.2.1)	Inspection by COR	As Required	90% Compliance
Weekly meetings and reports	Provide weekly verbal and written status report updates to division director as appropriate, and the COR, include summary of relevant tasks, discussion or products completed that week. (See Paragraphs 4.1.6, 4.2.2, 4.3.3, and 4.4.7)	Inspection by COR	Weekly	95% Compliance
Contract Deliverables- Trip Reports	Trip Reports (See Paragraph 4.1.7, 4.2.3 and 5.2 in PWS)	Inspection by COR	5 working days from conclusion of trip	100% Compliance
Written/ Electronic products and reports	Produce Point Papers, Issue Papers, Cover Letters, Analysis Reports, PowerPoint Briefs, Comment Resolution Matrix data and other written reports. (See Paragraphs 4.1.14, 4.2.4, and 4.4.6)	Inspection by COR	As required	90% Compliance
MPT&E Documentation Support	Produce written documentation as required to support OLW/MOC MPT&E decisions regarding requirements and solutions within the PPB&E process. (See Paragraph 4.2.5)	Inspection by COR	As required	90% Compliance
Education and Training Repository	Provide written/electronic repository of applicable education/training courses, NOBCs, and AQDs in all operational warfare areas relevant to	Inspection by COR	As required	90% Compliance

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	MOC watchstanders. (See Paragraph 4.2.6)			
OLW/MOC Training Pipeline	Provide written/electronic standardized en-route training pipeline for all Enlisted and Officer personnel reporting to Maritime Operation Centers. (See Paragraph 4.2.7)	Inspection by COR	As required	90% Compliance
MOC MPT&E Requirements	Provide written/electronic status reports documenting end-to-end tracking of MOC MPT&E Requirements (See Paragraph 4.2.8)	Inspection by COR	As required	90% Compliance
Recommended MPT&E Related Changes to OLW/MOC Doctrine	Provide recommended MPT&E related changes to OLW/MOC doctrine, education and training requirements in writing via Comment Resolution Matrix, email or other written format as required to enhance OLW/MOC operations. (See Paragraph 4.2.9)	Inspection by COR	As required	90% Compliance
Document DOTMLPF-P solutions	Present Point Papers and other written documents, reports and briefs as required to document the recommended DOTMLPF-P solutions related to BMD C2, planning, integration, assessment and maritime fires as articulated in the 2012 POM-15 OLW/MOC IPCL and support leadership decisions via the PPBE process (See Paragraph 4.3.5)	Inspection by COR	As required	90% Compliance
MOC doctrine revisions	Provide recommended revisions to MOC doctrine (NTTP 3-32.1) via Comment Resolution Matrix, email or other written means to reflect alignment of MOC BMD and fires elements and processes to facilitate information exchanges with Joint headquarters and subordinate CTFs. (See Paragraph 4.3.6)	Inspection by COR	As required	90% Compliance
Develop or modify integration tools	Provide recommendations to develop new or modify existing tools to better facilitate the integration of kinetic and non-kinetic fires capabilities. (See Paragraph 4.3.7)	Inspection by COR	As required	90% Compliance
Target list and effects training plan	Provide guidance and expertise in the identification and development of an education and training plan to establish core fleet capabilities to develop target lists and desired effects for non-kinetic weapons. (See Paragraph 4.3.8)	Inspection by COR	As required	90% Compliance
End-to-end tracking of OLW/MOC IPCL	Provide end-to-end tracking of identification through solution implementation for BMD C2, planning,	Inspection by COR	As required	90% Compliance

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	integration, assessment and maritime fires requirements articulated in the 2012 POM-15 OLW/MOC IPCL. (See Paragraph 4.3.9)			
Development of Kinetic/Non-Kinetic Effects CONOPS and TTP	Provide written recommendations to the development of kinetic/non-kinetic effects CONOPS and TTP via Comment Resolution Matrix, email or other written format as required to enhance OLW/MOC operations. (See Paragraph 4.3.10)	Inspection by COR	As required	90% Compliance
Contract Deliverables –Financial Status	Monthly Financial Status Reports (See Paragraph 5.1)	Inspection by COR	Monthly	100% Compliance
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR’s annual report on Contractor Performance	Assessment by COR	Annual	All performance elements are rated Satisfactory (or higher)
Invoicing	Monthly invoices per contract procedure are timely and accurate	Review and acceptance of the invoice	Monthly	100% accuracy

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SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. **Critical performance processes and requirements.** Critical to the performance of USFF Personnel
2. **Performance Standards**
 - a. **Schedule** - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).
 - b. **Deliverables** – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.
 - c. **Past Performance** - In addition to any schedule, and deliverable aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor’s record of conforming to contract requirements and to standards of good workmanship, the contractor’s adherence to contract schedules including the administrative aspects of performance, the contractor’s history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor’s business-like concern for the interest of the customer.
3. **Surveillance methods:** The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic inspection, and validated customer complaints.
4. **Performance Measurement:** Performance will be measured in accordance with the following table:

Deliverables	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Manning briefs, papers, and documents	Provide briefs, Point Papers, and other written documents as required to support and defend guidance, structure and manning principles. (See Paragraphs 4.1.3 and 4.2.1)	Inspection by COR	As Required	90% Compliance
Weekly meetings and reports	Provide weekly verbal and written status report updates to division director as appropriate, and the COR, include summary of relevant tasks, discussion or products completed that week. (See Paragraphs 4.1.6, 4.2.2, and 4.3.3)	Inspection by COR	Weekly	95% Compliance
Contract Deliverables- Trip Reports	Trip Reports (See Paragraph 4.1.7, 4.2.3 and 5.2 in PWS)	Inspection by COR	5 working days from conclusion of trip	100% Compliance
Written/ Electronic products and reports	Produce Point Papers, Issue Papers, Analysis Reports, PowerPoint Briefs, Commend Resolution Matrix data and other written reports.. (See Paragraphs 4.1.10 and 4.2.4)	Inspection by COR	As required	90% Compliance

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MPT&E Documentation Support	Produce written documentation as required to support OLW/MOC MPT&E decisions regarding requirements and solutions within the PPB&E process (See Paragraph 4.2.5)	Inspection by COR	As required	90% Compliance
Education and Training Repository	Provide written/electronic repository of applicable education/training courses, NOBCs, and AQDs in all operational warfare areas relevant to MOC watchstanders (See Paragraph 4.2.6)	Inspection by COR	As required	90% Compliance
OLW/MOC Training Pipeline	Provide written/electronic standardized en-route training pipeline for all Enlisted and Officer personnel reporting to Maritime Operation Centers. (See Paragraph 4.2.7)	Inspection by COR	As required	90% Compliance
MOC MPT&E Requirements	Provide written/electronic status reports documenting end-to-end tracking of MOC MPT&E Requirements (See Paragraph 4.2.8)	Inspection by COR	As required	90% Compliance
Recommended MPT&E Related Changes to OLW/MOC Doctrine	Provide recommended MPT&E related changes to OLW/MOC doctrine, education and training requirements in writing via Comment Resolution Matrix, email or other written format as required to enhance OLW/MOC operations. (See Paragraph 4.2.9)	Inspection by COR	As required	90% Compliance
Document DOTMLPF-P solutions	Present Point Papers and other written documents, reports and briefs as required to document the recommended DOTMLPF-P solutions related to BMD C2, planning, integration, assessment and maritime fires as articulated in the 2012 POM-15 OLW/MOC IPCL and support leadership decisions via the PPBE process (See Paragraph 4.3.5)	Inspection by COR	As required	90% Compliance
MOC doctrine revisions	Provide recommended revisions to MOC doctrine (NTTP 3-32.1) via Comment Resolution Matrix, email or other written means to reflect alignment of MOC BMD and fires elements and processes to facilitate	Inspection by COR	As required	90% Compliance

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	information exchanges with Joint headquarters and subordinate CTFs. (See Paragraph 4.3.6)			
Develop or modify integration tools	Provide recommendations to develop new or modify existing tools to better facilitate the integration of kinetic and non-kinetic fires capabilities. (See Paragraph 4.3.7)	Inspection by COR	As required	90% Compliance
Target list and effects training plan	Provide guidance and expertise in the identification and development of an education and training plan to establish core fleet capabilities to develop target lists and desired effects for non-kinetic weapons. (See Paragraph 4.3.8)	Inspection by COR	As required	90% Compliance
End-to-end tracking of OLW/MOC IPCL	Provide end-to-end tracking of identification through solution implementation for BMD C2, planning, integration, assessment and maritime fires requirements articulated in the 2012 POM-15 OLW/MOC IPCL. (See Paragraph 4.3.9)	Inspection by COR	As required	90% Compliance
Development of Kinetic/Non-Kinetic Effects CONOPS and TTP	Provide written recommendations to the development of kinetic/non-kinetic effects CONOPS and TTP via Comment Resolution Matrix, email or other written format as required to enhance OLW/MOC operations. (See Paragraph 4.3.10)	Inspection by COR	As required	90% Compliance
Contract Deliverables –Financial Status	Monthly Financial Status Reports (See Paragraph 5.1)	Inspection by COR	Monthly	100% Compliance
Contract Deliverables –Point Papers	Point Papers (See Paragraph 5.3 in PWS)	Inspection by COR	As required	90% Compliance
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by COR	Annual	All performance elements are rated Satisfactory (or higher)
Invoicing	Monthly invoices per contract procedure are timely and accurate	Review and acceptance of the invoice	Monthly	100% accuracy

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SECTION F DELIVERABLES OR PERFORMANCE

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

8101	6/20/2014 - 6/19/2015
8102	6/20/2014 - 6/19/2015
8103	6/20/2014 - 6/19/2015
8201	6/20/2015 - 6/19/2016
8202	6/20/2015 - 6/19/2016
8203	6/20/2015 - 6/19/2016
8301	6/20/2016 - 6/19/2017
8302	6/20/2016 - 6/19/2017
8303	6/20/2016 - 6/19/2017
9101	6/20/2014 - 6/19/2015
9201	6/20/2015 - 6/19/2016
9301	6/20/2016 - 6/19/2017

CLIN - DELIVERIES OR PERFORMANCE

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

8101	6/20/2014 - 6/19/2015
8102	6/20/2014 - 6/19/2015
8103	6/20/2014 - 6/19/2015
8201	6/20/2015 - 6/19/2016
8202	6/20/2015 - 6/19/2016
8203	6/20/2015 - 6/19/2016
8301	6/20/2016 - 6/19/2017
8302	6/20/2016 - 6/19/2017
8303	6/20/2016 - 6/19/2017
9101	6/20/2014 - 6/19/2015
9201	6/20/2015 - 6/19/2016
9301	6/20/2016 - 6/19/2017

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

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative
DANA E LOPEZ, USFF N92
1562 MITSCHER AVENUE
NORFOLK, VA 23551
DANA.LOPEZ@NAVY.MIL
757-836-2625

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(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 Central Contractor Registration 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).

-----COMBO-----

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and

"Receiving Report" (stand-alone) document type may be used instead.)

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

-----Not Applicable-----

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(Contracting Officer: Insert inspection and acceptance locations or ``Not applicable.")

(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	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	
Ship To Code	N00060
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	N00060
Service Acceptor (DoDAAC)	N00060
Accept at Other DoDAAC	
LPO DoDAAC	N00060
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information or ``See schedule" if multiple ship to/acceptance locations apply, or ``Not applicable.")

(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 email address identified below in the ``Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Edward Shine
757-836-6952
edward.shine@navy.mil

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John Knotts
757-836-6309
john.knotts1@navy.mil

(Contracting Officer: Insert applicable email addresses or ``Not applicable.")

(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.

-----NOT APPLICABLE-----

(Contracting Officer: Insert applicable information or ``Not applicable.")

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

(End of clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

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

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

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

Name: Greg Finke
Address: NAVSUP Fleet Logistics Center (FLC) Norfolk
Contracting Department, Code 230
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392
Phone: 757-443-2066
Email: william.g.finke@navy.mil

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

Name:
Address:

Phone:

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

Not Applicable

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

Name: TBD at Time of Award
Address: -----

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Phone: -----

5. TASK ORDER MANAGER (TOM) is responsible for:

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

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

Contracting Officer Representative
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757-836-2625
(End of text)

**CONTRACT ADMINISTRATION PLAN (CAP)
FOR FIXED PRICE CONTRACTS**

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Task Order Manager (TOM) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Task Order Manager (TOM) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from

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the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The TOM duties are as follows:

a. Technical Interface

(1) The TOM is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The TOM is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The TOM is prohibited from issuing any instruction which would constitute a contractual change. The TOM shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The TOM shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The TOM must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the TOM's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The TOM shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the TOM is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The TOM will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the TOM should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the TOM is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The TOM is responsible for quality assurance of services performed and acceptance of the services or deliverables. The TOM shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the TOM must take into consideration all documentary information available and any information developed from personal observations.

(2) The TOM must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The TOM must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The TOM will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

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(4) The TOM shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The TOM shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The TOM is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The TOM shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The TOM shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The TOM must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the TOM will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The TOM will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

g. Security. The TOM is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The TOM is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The TOM is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The TOM is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the TOM. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the TOM.

b. Review contract deliverables, recommend acceptance/rejection, and provide the TOM with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the TOM.

d. Identify contract noncompliance with reporting requirements to the TOM.

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- e. Review contractor status and progress reports, identify deficiencies to the TOM, and provide the TOM with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the TOM with recommendations to facilitate TOM certification of the invoice.
- g. Provide the TOM with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the TOM subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8101	N0006014RC010RT	
LLA :		
AA 1741804 60CA 252 00060 W 068732 2D C010RT 000604N80CTQ		
8102	N0006014RC010RT	
LLA :		
AA 1741804 60CA 252 00060 W 068732 2D C010RT 000604N80CTQ		
8103	N0006014RC010RT	
LLA :		
AA 1741804 60CA 252 00060 W 068732 2D C010RT 000604N80CTQ		
9101	N0006014RC010RT	
LLA :		
AA 1741804 60CA 252 00060 W 068732 2D C010RT 000604N80CTQ		

BASE Funding
Cumulative Funding

MOD 01 Funding 0.00
Cumulative Funding

MOD 02 Funding 0.00
Cumulative Funding

MOD 03

8201 N0006015RC041RT
LLA :
AB 1751804 60CA 252 00060 W 068732 2D C041RT 000605N80CTQ
Standard Number: N0006015RC041RT

8202 N0006015RC041RT
LLA :
AB 1751804 60CA 252 00060 W 068732 2D C041RT 000605N80CTQ
Standard Number: N0006015RC041RT

8203 N0006015RC041RT
LLA :
AB 1751804 60CA 252 00060 W 068732 2D C041RT 000605N80CTQ
Standard Number: N0006015RC041RT

9201 N0006015RC041RT
LLA :
AB 1751804 60CA 252 00060 W 068732 2D C041RT 000605N80CTQ
Standard Number: N0006015RC041RT

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MOD 03 Funding
Cumulative Funding

MOD 04 Funding 0.00
Cumulative Funding

MOD 05

8301 N0006016RC035RT
LLA :
AC 1761804 60CA 252 00060 W 068732 2D C035RT 000606N80CTQ

8302 N0006016RC035RT
LLA :
AC 1761804 60CA 252 00060 W 068732 2D C035RT 000606N80CTQ

8303 N0006016RC035RT
LLA :
AC 1761804 60CA 252 00060 W 068732 2D C035RT 000606N80CTQ

9301 N0006016RC035RT
LLA :
AC 1761804 60CA 252 00060 W 068732 2D C035RT 000606N80CTQ

MOD 05 Funding
Cumulative Funding

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SECTION H SPECIAL CONTRACT REQUIREMENTS

None Applicable

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SECTION I CONTRACT CLAUSES

Section I – Clauses

CLAUSES INCORPORATED BY REFERENCE

52.204-2 Security Requirements (August 1996)
 52.219-28 Post-Award Small Business Program Rerepresentation APR 2009
 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
 252.204-7012 Safeguarding of Unclassified Controlled Technical Information (Nov 2013)

CLAUSES INCORPORATED BY FULL TEXT

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 **1 day of contract expiration**.

(End of clause)

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 within **1 day of contract expiration**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **1 day** 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 **3 years**.

(End of clause)

252.232-7010 LEVIES ON CONTRACT PAYMENTS (DEC 2006)

(a) 26 U.S.C. 6331(h) authorizes the Internal Revenue Service (IRS) to continuously levy up to 100 percent of contract payments, up to the amount of tax debt.

(b) When a levy is imposed on a payment under this contract and the Contractor believes that the levy may result in an inability to perform the contract, the Contractor shall promptly notify the Procuring Contracting Officer in writing, with a copy to the Administrative Contracting Officer, and shall provide--

(1) The total dollar amount of the levy;

(2) A statement that the Contractor believes that the levy may result in an inability to perform the contract, including rationale and adequate supporting documentation; and

(3) Advice as to whether the inability to perform may adversely affect national security, including rationale and adequate supporting documentation.

(c) DoD shall promptly review the Contractor's assessment, and the Procuring Contracting Officer shall provide a written notification to the Contractor including--

(1) A statement as to whether DoD agrees that the levy may result in an inability to perform the contract; and

(2)(i) If the levy may result in an inability to perform the contract and the lack of performance will adversely affect national security, the total amount of the monies collected that should be returned to the Contractor; or

(ii) If the levy may result in an inability to perform the contract but will not impact national security, a recommendation that the Contractor promptly notify the IRS to attempt to resolve the tax situation.

(d) Any DoD determination under this clause is not subject to appeal under the Contract Disputes Act.

(End of clause)

Section L – Provisions

PROVISIONS INCORPORATED BY REFERENCE

52.217-5 Evaluation Of Options JUL 1990

52.215-20 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data.

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SECTION J LIST OF ATTACHMENTS

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CDRLs