

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7679		2. DELIVERY ORDER NO. EE01		3. EFFECTIVE DATE 2015 Jun 05		4. PURCH REQUEST NO. 1300496863		5. PRIORITY Unrated		
6. ISSUED BY Office of Naval Research 875 N. Randolph St Arlington VA 22203-1995 Bradley J Petruskas/BD254 703-696-7826		CODE N00014		7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151		CODE S2404A		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)		
9. CONTRACTOR Cydecor, Inc. 2450 Crystal Drive, Suite 500 Arlington VA 22202-3892		CODE 3HBG4		FACILITY		10. DELIVER TO FOB POINT BY (Date) Sec Schedule		11. X IF BUSINESS IS X SMALL		
						12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL DISADVANTAGED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK Sec Section G		WOMEN-OWNED		
14. SHIP TO Sec Section D		CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264		CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER DELIVERY/ CALL X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.										
PURCHASE Reference your furnish the following on terms specified herein.										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
Cydecor, Inc.		Molly Cohen		Business Development						
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)				
If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	See Schedule									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA BY: /s/ Joseph D Cloft		25. TOTAL 26. DIFFERENCES		05/29/2015 CONTRACTING/ORDERING OFFICER		
27a. QUANTITY IN COLUMN 20 HAS BEEN										
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED.								
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
f. TELEPHONE				g. E-MAIL ADDRESS		FINAL				
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE		34. CHECK NUMBER				
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL		35. BILL OF LADING NO.			
					FULL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 2 of 2	FINAL
----------------------------------	----------------------------	----------------	-------

GENERAL INFORMATION

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 1 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

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 for Year 1 - Management Support Services to the FNC program for Code 03TEC, IAW Task Order Statement of Work. (RDT&E)	13440.0	HR			
700001	R408	Incremental funding for CLIN 7000 (RDT&E)					
7100	R408	Option for Year 2 - Management Support Services to the FNC program for Code 03TEC, IAW Task Order Statement of Work. (RDT&E) Option	13440.0	HR			
7200	R408	Option for Year 3 - Management Support Services to the FNC program for Code 03TEC, IAW Task Order Statement of Work. (RDT&E) Option	13440.0	HR			
7300	R408	Option for Year 4 - Management Support Services to the FNC program for Code 03TEC, IAW Task Order Statement of Work. (RDT&E) Option	13440.0	HR			
7400	R408	Option for Year 5 - Management Support Services to the FNC program for Code 03TEC, IAW Task Order Statement of Work. (RDT&E) Option	13440.0	HR			
7500	R408	Option for Continued Performance of Support Services to Code 03 TEC(FNC) IAW Task Order Performance Work Statement for optional continued performance of services (RDT&E) Option	1120.0	HR			
7501	R408	Option for Continued Performance of Support Services to Code 03 TEC(FNC) IAW Task Order Performance Work Statement for optional continued performance of services (RDT&E) Option	1120.0	HR			

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 2 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7502	R408	Option for Continued Performance of Support Services to Code 03 TEC(FNC) IAW Task Order Performance Work Statement for optional continued performance of services (RDT&E) Option	1120.0	HR	██████████	██████████	██████████
7503	R408	Option for Continued Performance of Support Services to Code 03 TEC(FNC) IAW Task Order Performance Work Statement for optional continued performance of services (RDT&E) Option	1120.0	HR	██████████	██████████	██████████
7504	R408	Option for Continued Performance of Support Services to Code 03 TEC(FNC) IAW Task Order Performance Work Statement for optional continued performance of services (RDT&E) Option	1120.0	HR	██████████	██████████	██████████
7505	R408	Option for Continued Performance of Support Services to Code 03 TEC(FNC) IAW Task Order Performance Work Statement for optional continued performance of services (RDT&E) Option	1120.0	HR	██████████	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000		Travel, Other Direct Cost and NMCI Seats associated with performance (Not to Exceed - NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████████
9100		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████████
9200		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████████
9300		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████████

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 3 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9400		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████
9500		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████
9501		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████
9502		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████
9503		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████
9504		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████
9505		Travel, Other Direct Cost and NMCI Seats associated with performance (NTE) (includes applicable G&A and Material & Handling) (No subcontractor or consultant costs)			██████

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 4 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 BACKGROUND

The Office of Naval Research (ONR) coordinates, executes and promotes the science and technology programs of the United States Navy and Marine Corps through schools, universities, government laboratories and non-profit and for-profit organizations. ONR formulates and executes the Naval Science and Technology (S&T) portfolio to address the most responsible and promising technology opportunities and solutions in both basic and applied science; transitions the most useful technologies to Acquisition and the Warfighter; and provides technical advice and information to the Chief of Naval Operations, the Secretary of the Navy, and the Department of Defense.

ONR 03TEC is responsible for managing the Navy's Future Naval Capabilities (FNC) Program for ONR's Director of Technology. The FNC Program at ONR represents the delivery-oriented portion of the Navy's Science and Technology (S&T) investment. Technologies developed under the FNC program transition to acquisition program offices within a two to four year period. All FNC Program investments are subject to oversight by the Navy's Technology Oversight Group (TOG), which prioritizes requirements and approves the FNC program plan.

ONR Code 03TEC is seeking a firm capable of providing management support services to the FNC program. As the primary delivery-oriented S&T program at ONR, the delivery and transition of high priority Enabling Capability (EC) Products are critical to the closure of S&T capability gaps. The FNC Program requires ONR to conduct extensive liaison with the requirements, acquisition, and fleet/force communities and to vigilantly monitor its S&T delivery commitments. FNC program execution is managed at a detailed technical level for cost and schedule risk to ensure S&T deliverables meet required Technology Readiness Levels (TRLs). The objective of FNC Support Services is to provide the FNC Director and Director of Technology with a flexible team capable of supporting all aspects of FNC Program Management.

The FNC program is highly dynamic and support services must accommodate a continuous pattern of changing priorities across the full breadth of acquisition and technology management disciplines. The range of support services encompasses tasks from complex planning, policy and programmatic support actions that require frequent interaction with flag and SES managers to the development and maintenance of detailed budget documentation to the preparation and delivery of tracking lists. Support services must be rendered in a team environment where no task is considered too difficult or too trivial, and ensuring FNC Program excellence is considered the top priority. Effective and efficient management of the FNC Program is a significant factor in the external organization perception of ONR. Rigorous high quality work is required in all task areas.

2.0 STATEMENT OF WORK

2.1 Tasks/Requirements:

The contractor's support tasks shall include, but not be limited to some or all of the following tasks related to FNC Program Management Support, as directed by the Contracting Officer's

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 5 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

Representative (COR):

2.1.1 Product Execution Oversight

Draft Monthly Reporting Guidance, review and analyze Baseline Business Plans and Monthly Reports, schedule and conduct bi-monthly FNC Status Meetings, draft an FNC Monthly Digest report to ONR Senior Management, and provide detailed interaction with the FNC Leaders and Enabling Capability (EC) and Product Managers to resolve technical issues and cost/schedule variances.

2.1.2 Business Plans and Technology Transition Agreements (TTAs)

Draft annual FNC Business Planning Guidance and review and assess Baseline Business Plans and Technology Transition Agreements for all FNC Products.

2.1.3 Policy Guidance Development

Draft new policy guidance for the administration and management of the FNC Program on an as-required basis. It can include items such as FNC Business Rules, IPT Charters, Technology Transition Agreement (TTA) guidance, ONR Instructions for Management of the FNC Program, and a variety of other technical and budgetary items.

2.1.4 Staff Liaison to FNC Execution Teams

Interface with all FNC execution teams to disseminate information, explain FNC Program guidance and requirements and resolve specific issues related to the technical management of approved or planned FNC program investments.

2.1.5 Budget/POR Development Maintenance

Draft the annual FNC budget and the maintenance of detailed budgetary documentation, including the TOG approved Program of Record (POR) and planned/programmed new starts. It includes configuration management of EC financial quad charts for all FNC ECs and liaison with all technical departments, ONR financial management representatives, and resource sponsor representatives for FNC Program budget issues, fiscal guidance issues, execution issues, and R-2 exhibit preparation.

2.1.6 FNC Program Briefings

Prepare FNC Program briefings for a variety of purposes such as program overview briefings for external organizations, foreign navies, and congressional committees, budget briefings for the OSD and Navy Comptrollers offices, and special purpose briefings as required by ONR Management.

2.1.7 Special Analyses and Data Calls

Complete data extractions and analysis for special purpose inquires, usually in response to external DoD/Navy requests. Tasking may include items such as mapping individual FNC Product investments to emerging new requirements, defense-wide integration assessments, analyzing capability investment area budget trends, and preparing various charts and summary

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 6 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

documentation.

2.1.8 Training

Draft, maintain, and implement FNC training courses for new FNC Managers. This training must include external FNC training covering the Collaboratively Managed DoN Process, transition management and TTA preparation, as well internal training covering organizational management, budget and financial management, execution oversight processes.

2.1.9 Maintenance and update of FNC electronic records

Organize, maintain, handle, and update all classified and unclassified FNC electronic records on the SIPRnet, ONR LAN, and FNC Collaborative website.

2.1.10 Meeting Coordination

Conduct the long range planning, scheduling, and overall management of the audio/visual and administrative support requirements of various FNC Program Meetings. These meetings include, but are not limited to, annual transition assessment reviews, annual EC new start technical review meetings, monthly FNC Leaders Meetings, bi-monthly FNC status meetings, roundtable meetings and TOG Working Group Meetings.

2.1.11 External Information Liaison

Serve as the external information liaison and clearing house for dissemination of FNC Program information to external organizations. Information requests must be tracked, management permissions obtained, and data released according to approved guidelines.

2.1.12 Quick Reaction Tasking

Respond to senior management inquiries and demands for information on an urgent basis that requires high priority, rapid response reactions. These types of tasks usually come without warning and can require unplanned additions to workload.

2.1.13 Special Assignments

Conduct tasks involving unplanned but manageable additions to the workload. These tasks can include such items as preparation of special purpose Memoranda of Agreement, IG Assessment documentation, GAO assessment documentation, and preparation of a variety of reports that explain FNC Business Processes and their relation to other transition programs.

2.1.14 Contact List Maintenance

Prepare and maintain various FNC Points-of-Contact lists, including EC Managers, Product Managers, TOG and TOG Working Group members, IPT and IPT Working Group Members, current Flag/SES assignments, acquisition program managers and resource sponsors.

2.1.15 Surge Support

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 7 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

Throughout the year, there will be periods of increased workload requiring additional labor hours that will need to be devoted to specific technical tasking including Technology Transition Agreement review and assessment, and support to S&T IPTs during the Gap Development process.

2.1.16 Requirements Analysis

Analyze various sources of S&T requirements, including OPNAV Mission Area Assessments (MAAs), Front End Assessments (FEAs), S&T Capability Gaps, S&T Integrated Product Lists (STIPLs), and Enterprise Science and Technology Objectives (STOs) to determine the extent to which ONR's ongoing and proposed ECs/Products respond to these requirements.

2.1.17 Transition Analysis

Prepare and analyze FNC EC/Product transition data to determine the extent to which ONR's approved ECs/Products have transitioned as planned. Transition reports, Transition Review Board (TRB) data and appropriate Program of Record (POR) information would be used to assemble statistics on FNC transitions, examine the success of current transition planning processes and identify issues that significantly hinder transitions as currently planned.

3.0 DELIVERABLES

The Contractor shall be responsible for the compilation and preparation of reports listed below.

3.1 Monthly Progress and Financial Status Reports

The Contractor shall provide monthly progress and financial status reports to the COR and the Contract Specialist. For this report, monthly technical progress can be provided in contractor format (subject to COR approval). The financial status portion of the monthly report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site: <http://www.onr.navy.mil/Contracts-Grants/manage-contract.aspx>. The format for the financial status reports may be updated during the life of the contract/task order and if the report template is updated the new version will be uploaded to this website (or any successor website identified via administrative modification to the contract/task order) and the contractor will be notified that an updated version shall be used for future submissions. The monthly financial status report requires the information to be provided as indicated in the Contractor Monthly Financial Status Report Template.

3.2 Annual Summary Report

The Contractor shall prepare an annual summary report, which is due 30 days after the end of the calendar year. This report should document cumulative work performed during the reporting period. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.3 Individual Travel Report

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 8 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

The contractor shall provide, prior to any travel, a work sheet detailing the costs of that travel to the Program Officer as well as the COR for prior approval. Travel must meet the requirements of the Joint Travel Regulations (JTR). In addition, travel reports are required, no later than 15 days after the conclusion of the travel. The report shall contain dates, locations of travel, purpose, total cost breakdown including travel, per diems, hotel costs, car rental costs, etc., with unusual cost items (including registration fees) specifically set forth, tasks performed, and accomplishments. If publications or proceedings documentation were distributed, a copy may be included with the report. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.4 Master Travel Log Report

The contractor shall maintain a master log of completed travel for all individuals traveling under this task order. The log shall include travel dates, destination, purpose, and cost breakdown to include airfare/mileage, lodging, meals, rental car/taxi, and other miscellaneous costs. This report shall be made available to ONR quarterly and within 14 days of request. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.5 Enterprise-Wide Contractor Manpower Reporting Application (ECMRA) Reports.

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Office of Naval Research via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.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, linked at <https://doncmra.nmci.navy.mil>.

3.6 Quality Control Plan

The Contractor shall provide a quality control plan to the COR within 60 days after task order award. This report shall define policies and procedures for managing productivity, quality, and cost control. Contractor format is acceptable.

3.7 Ad Hoc Reports/Memorandums/Presentations

The Contractor shall provide ad hoc reports, memorandums, presentations, and presentation materials as required by the COR. The required format, timing, content, and distribution shall be provided at the time the requirement is identified.

4.0 PERSONNEL REQUIREMENTS AND LEVEL OF EFFORT

The Contractor shall provide qualified personnel to manage and execute all aspects of the SOW. All personnel are required to hold or have the ability to receive a minimum of a SECRET security

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 9 of 25	FINAL
----------------------------------	----------------------------	-----------------	-------

clearance.

All personnel shall have experience and be proficient in the following:

- Commercial software packages, to include at a minimum, Microsoft Word, Excel, and Power-Point.
- Communicate effectively orally and in writing
- Be effective working independently and collaboratively.
- Organizing and coordinating meetings.

4.1.1 Technology Management Specialist (on-site at ONR)

This is a Key Position that involves direct interaction with senior ONR Managers, including the Director of Technology, Technical Department Heads, the Comptroller, and the Assistant Chief of Naval Research. It requires a Graduate degree, preferably an MBA, with a Bachelor's degree in science or engineering from an accredited college or university and no less than 20 years of program management experience supporting the Department of Defense, preferably the Department of the Navy. The candidate must have demonstrated an ability to develop and execute complex technical tasks, to apply analytical problem solving methodologies, to provide technical direction to support staff, to interface with Government and prime contractor personnel and to effectively allocate resources. Demonstrated experience managing both the technical and administrative elements of a program is mandatory. Experience in the integration of S&T programs across multiple DoD organizations is required. Desired: The candidate should have work experience in the Naval S&T, acquisition, resource/requirements, and operational Fleet/Force communities.

4.1.2 Technology Transition Management Specialist (on-site at ONR)

This position requires at least a Bachelor's degree from an accredited college or university in science or engineering from an accredited college or university and 15 years of S&T or related DoD program management experience. Experience with DoD RDT&E funding policies and program management practices applicable to technology transition from S&T into acquisition is required. Of the 15 years' experience required above, a minimum of 10 years of that must include relevant management oversight experience in DoD, preferably DoN, S&T project planning, execution and transition is required. A background with broad insight into Federal, DoD, DoN, and ONR management practices is strongly desired. Specialized experience in or related to technical areas in support of the Future Naval Capabilities program is required. The candidate should have the ability to generate new concepts and approaches to plan, evaluate, and lead major, long-range programs designed to stimulate significant advances in S&T.

4.1.3 Senior Research Analyst (on-site at ONR):

This position requires a Graduate degree in science or engineering from an accredited college or university with at least 15 years of experience in a related S&T discipline. Extensive knowledge

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 10 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

of technology development, military requirements, systems, and operations is required. The candidate should have experience in conducting technology search, analysis, and road-mapping. A minimum of 5-years of specific S&T technical experience in the management support, planning and execution of the program or similar technology transition programs are required. The candidate must have experience assembling, analyzing, and succinctly presenting information, conclusions and recommendations. Specific DoD Technology transition experience is required. Specific FNC Program knowledge is strongly desired.

4.1.4 Execution Management Specialist (on-site at ONR)

This position requires a Bachelor's degree in a business related field from an accredited college or university. A minimum of 10 years of work experience in project management, contract management, financial management, and budgeting is required. Professional Project Managements credentials and specific Navy experience managing technology programs is strongly desired. The candidate must be proficient in MS Excel with experience using financial databases and web/database applications. Experience working with the SAP's Enterprise Resource Planning (ERP) financial system is required, however, Navy ERP is highly desired. Experience working with ONR-NAVRIS financial system is desired.

4.1.5 Research Analyst (on-site at ONR)

This position requires a Bachelor's degree in a technical field from an accredited college or university with a minimum of 2 years of experience in an S&T discipline. A demonstrated ability to apply established business practices and procedures within a specified subject area, accomplish complex analyses, conduct research, provide professional findings of technical analysis in the form of reports and presentations, and execute complex tasks is required. Experience in the management, planning and execution of the program or similar technology transition programs is required. Specific FNC Program experience is strongly desired.

4.1.6 Planning/Logistics Specialist (on-site at ONR)

This position requires no less than a 2-year Associates degree from an accredited college or university and 5 years of experience supporting DoD programs. The candidate will work as the principal planner, scheduler, and logistician for all major FNC program events, including annual transition Reviews, Enabling Capability New Start Technical Review Boards, S&T Requirements Roundtable Meetings, IPT Transition Reviews, and Technology Transition Review Boards. Specific experience relative to these events and a background that includes interacting with senior DoN S&T personnel in the technology development, requirements, acquisition, and fleet/force communities is strongly desired. Knowledge of ONR's internal procedures for managing conferences and controlling security is strongly desired.

4.1.7 Requirements and Transition Analyst (on-site at ONR)

This position requires a Bachelor's degree from an accredited college or university and 10 years of experience in a defense related technical discipline, with a strong preference for Navy OPNAV experience. Experience conducting technology assessments and analysis, requirements analysis,

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 11 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

risk reduction assessment, and forecasting technology trends and needs is required. The candidate should have extensive knowledge of Navy and Marine Corps technology development, military requirements, systems, and operations. Knowledge of the Future Naval Capabilities program, and experience in the management, planning and execution of the program or similar technology transition programs is strongly desired.

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 12 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

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

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 13 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance of deliveries under this Task Order will be accomplished by the Contracting Officer's Representative (COR) listed in Section G, who shall have thirty (30) days after contractual delivery for acceptance.

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 14 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

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

7000

6/5/2015 - 6/4/2016

CLIN - DELIVERIES OR PERFORMANCE

1. The support services performed under the Base Period (CLIN 7000 & 9000) shall be performed from 05 JUN 2015 through 04 JUN 2016.
2. If exercised, the support services performed under the Option for Year 2 (CLIN 7100 & 9100) shall be performed from 05 JUN 2016 through 04 JUN 2017.
3. If exercised, the support services performed under the Option for Year 3 (CLIN 7200 & 9200) shall be performed from 05 JUN 2017 through 04 JUN 2018.
4. If exercised, the support services performed under the Option for Year 4 (CLIN 7300 & 9300) shall be performed from 05 JUN 2018 through 04 JUN 2019.
5. If exercised, the support services performed under the Option for Year 5 (CLIN 7400 & 9400) shall be performed from 05 JUN 2019 through 04 JUN 2020.
6. If exercised, the support services performed under the Option for Continued Performance (CLIN 7500 & 9500) shall be performed from 05 JUN 2020 through 04 JUL 2020.
7. If exercised, the support services performed under the Option for Continued Performance (CLIN 7501 & 9501) shall be performed from 05 JUL 2020 through 04 AUG 2020.
8. If exercised, the support services performed under the Option for Continued Performance (CLIN 7502 & 9502) shall be performed from 05 AUG 2020 through 04 SEP2020.
9. If exercised, the support services performed under the Option for Continued Performance (CLIN 7503 & 9503) shall be performed from 05 SEP 2020 through 04 OCT 2020.
10. If exercised, the support services performed under the Option for Continued Performance (CLIN 7504 & 9504) shall be performed from 05 OCT 2020 through 04 NOV 2020.
11. If exercised, the support services performed under the Option for Continued Performance (CLIN 7505 & 9505) shall be performed from 05 NOV 2020 through 04 DEC 2020.
12. Distribution, consignment and marking instructions for all reports listed in Section C, Statement of Work, shall be FOB Destination to the cognizant Contracting Officer's Representative listed in Section G.
13. Place of Performance

Work will be performed at the Office of Naval Research. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities.

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 15 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

1. PAYMENT AND INVOICE INSTRUCTIONS (COST REIMBURSEMENT)

1.1 DFARS 252.232-7006 Wide Area WorkFlow Payment Instructions.

As prescribed in 232.7004(b), use the following clause:

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.cb.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.cb.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

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.

Destination/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*

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 16 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	<u>HQ0338</u>
Issue By DoDAAC	<u>HAA391</u>
Admin DoDAAC	<u>S2404A</u>
Inspect By DoDAAC	<u>N/A</u>
Ship To Code	<u>N/A</u>
Ship From Code	<u>N/A</u>
Mark For Code	<u>N/A</u>
Service Approver (DoDAAC)	<u>S2404A</u>
Service Acceptor (DoDAAC)	<u>N/A</u>
Accept at Other DoDAAC	<u>N/A</u>
LPO DoDAAC	<u>N/A</u>
DCAA Auditor DoDAAC	<u>HAA391</u>
Other DoDAAC(s)	<u>N/A</u>

(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.

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.

For clarification regarding invoicing contact: Navy WAWF Help Line: 1-877-251-WAWF (9293)
For Payment Issues Only contact: ONR 21@navy.mil.

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

(End of clause)

1.2 Payment of Allowable Costs and Fixed Fee

As consideration for the proper performance of the work and services required under this contract, the Contractor shall be paid as follows

(a) Costs, as provided for under the contract clause entitled "Allowable Cost and Payment," shall not exceed the amount set forth as "Estimated Cost" in Section B, and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever is applicable.

(b) A fixed fee, in the amount set forth as 'Fixed Fee' in Section B, in accordance with the contract clause FAR

52.216-8 "Fixed Fee", shall be paid upon completion of the work and services required under this contract and upon final acceptance by the Contracting Officer. However, the Contractor, may bill on each voucher the amount of the fee bearing the same percentage to the total fixed fee as the amount of cost billed bears to the total estimated cost not to exceed the amount set forth as "Fixed Fee" in Section B. The total fixed fee billed, shall not exceed the total

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 17 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

fixed fee specified in Section B and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever applies.

(c) In accordance with FAR 52.216-8, "Fixed Fee", the Administrative Contracting Officer (ACO), in order to protect the Government's interest, shall withhold 10% of the fixed fee amount set forth in Section B or until a reserve is set aside in the amount of \$100,000.00, whichever is less. The fixed fee withhold should be applied to each voucher. The ACO shall release the withhold in accordance with the provisions of FAR 52.216-8.

1.3 Allotment of Funds (to be completed at time of award)

(a) It is hereby understood and agreed that this contract will not exceed a total amount of [REDACTED], including an estimated cost of [REDACTED] and a fixed fee of [REDACTED].

(b) CLIN 7000 will not exceed a total amount of [REDACTED], including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7000 of this contract is [REDACTED], including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from date of award through 20 February 2015.

2.0 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

These instructions are provided for the Contract Payment Office (DFAS Columbus) only, and are not contractor instructions.

DFARS PGI Reference Indicate applicable CLIN(s) or SLIN(s). Instruction for Use 252.204-0004 Line Item Specific: by Fiscal Year (SEP 2009) All CLINS If there is more than one ACRN within a contract line item, [(i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated using the oldest funds first

3.0 ORDER DETAILS

3.1 Other Direct Costs (ODCs)

No Other Direct Costs (ODCs) will be required in the performance of this contract.

3.1.1 Travel and Per Diem

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel should not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

The contractor shall make every effort to make all travel arrangements at least 21 days in advance. Travel may be CONUS or OCONUS. The COR will provide further guidance during the period of performance.

3.1.2 Parking and Local Transportation

Parking facilities are not provided at ONR; however, several private (pay) parking facilities are located in the area. The ONR facility is within walking distance of the Ballston Metro Station. Monthly parking fees or any other type of transportation expenses (metro farecards) for proposed personnel to commute to and from the place of performance should not be charged to the Order as a direct cost.

3.1.3 Conference and Meeting Space

No Conference or Meeting Space will be required in the performance of this contract.

3.1.4 Printing and High Speed High Volume Duplicating

The scope of this order does not include printing and high speed high volume duplicating. Defense Logistics

Agency shall serve as the manager for printing and high speed high volume duplicating. Requests shall be forwarded to the COR for review one month before the required due date. The COR will then submit approved requests to ONR BD042 two to three weeks before the required due date.

3.1.5 Food

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 18 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

All costs for food, not including the per diem rate for meals and incidental expenses, are unallowable under this order.

3.2 Government Furnished Resources (GFR)

The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR). The Government will provide an NMCI-approved computer that adheres with NMCI and Navy IT regulations for contractor personnel working on government facilities. Please note that contractor support work previously performed at an off-site location may now need to be performed and/or implemented on-site at ONR in order to comply with all Navy regulations (e.g., Wikis, websites, etc.).

With the exception to the basic facility terms items noted above and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. The purchase of computer equipment should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR. Contractors will be required to obtain Navy Marine Corps Intranet (NMCI) seats to perform the Task Order Statement of Work. During the performance of the Order, if either party (Government or Contractor) identifies additional NMCI seat requirements for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the dollar values of the Order as a result of the emerging NMCI requirements.

General information regarding NMCI can be obtained at: <http://www.homeport.navy.mil>.

3.3 Security Requirements and Data Protection

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to perform one, or several of the following actions: have access, receive and or generate classified information up to the SECRET level. For all personnel, a minimum of a SECRET clearance is required at time of task order award. For the personnel categories specified in paragraph 3.3 Section C, a SECRET clearance is required. A DD Form 254 (Attachment 8) will be required prior to access or production of any classified information. The Contractor will not receive, generate or store SECRET at the contractor facilities. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

3.4 Privacy Act.

All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

3.5 Nondisclosure Agreement.

Each employee of the selected Contractor will be required to fully execute a Nondisclosure Agreement (NDA) as outlined in Section L of this solicitation. The Contractor shall provide their employees' executed NDAs to the COR prior to their performance under this contract.

3.6 Organizational Conflict of Interest (OCI)

3.6.1 Limitations on Providing Support Services

All Offerors and proposed subcontractors must affirm whether they are conducting Research and Development efforts funded by the Office of Naval Research through an active contract or subcontract. All affirmations must identify ONR's Technical Point of Contact and identify the prime contract numbers. Affirmations shall be furnished at the time of proposal submission. All facts relevant to the existence or potential existence of organizational conflicts of interest (FAR 9.5) must be disclosed. The disclosure shall include a description of the action the offeror has taken or proposes to take to avoid, neutralize, or mitigate such conflict. In accordance with FAR 9.503 and without prior approval, a contractor cannot simultaneously be a SETA and a research and development performer. Proposals that fail to fully disclose potential conflicts of interests or do not have acceptable plans to mitigate identified conflicts

will be rejected without technical evaluation and withdrawn from further consideration for award. If a prospective offeror believes that any conflict of interest exists or may exist (whether organizational or otherwise), the offeror should promptly raise the issue with ONR by sending his/her contact information and a summary of the potential conflict by e-mail to the Contracting Office identified in the solicitation before time and effort are expended in preparing a proposal and mitigation plan. If, in the sole opinion of the Contracting Officer after full consideration of the circumstances, any conflict situation cannot be effectively avoided or mitigated, the proposal may be rejected without technical evaluation and withdrawn from further consideration for award. Additional information regarding ONR's

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 19 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

guidelines on OCI can be found at <http://www.onr.navy.mil/en/About-ONR/compliance-protections/Organizational-Conflicts-Interest.aspx>.

3.6.2 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

3.6.3 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assignee of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Office of Naval Research programs.

4.0 PROCURING OFFICE REPRESENTATIVES

In order to expedite administration of this order, the Administrative Contracting Officer should direct inquiries to the appropriate office listed below. Please do not direct routine inquiries to the person listed in Block 21 of the signature page of this order.

Contract Negotiator – Mr. Brad Petrauskas, ONR 254, E-Mail Address: bradlev.petrauskas@navy.mil

Inspection and Acceptance – Mr. Michael Meyers (COR), ONR 03TEC, E-Mail Address: michael.meyers1@navy.mil

Security Matters – Ms. Diana Pacheco, ONR 43, (703) 696-8177, DSN 426-8177, E-Mail Address: diana.pacheco@navy.mil

Task Order Ombudsman (as per FAR 16.505(b)(5)) – Ms. Melanie Alston, ONR 02, (703) 588-2362, DSN 426-2362, Email Address: melanie.alston1@navy.mil

5.0 ONR 55252.242-9720 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (SEP 1996)

The COR for this contract is: Mr. Michael Meyers Code: 03TEC

Mailing Address: Office of Naval Research, 875 North Randolph Street, Suite TBD, Arlington, VA 22203-1995

The Alternate COR for this contract is: Will be inserted at time of award Code: 03TEC

Mailing Address: Office of Naval Research, 875 North Randolph Street, Suite TBD, Arlington, VA 22203-1995

The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, to change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery order). When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery order), the Contractor shall promptly notify the Contracting Officer (ordering officer) in writing. No action

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 20 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

shall be taken by the Contractor until the contracting officer (or ordering officer) has issued a modification to the contract (or delivery order) or has otherwise resolved the issue. In the absence of the COR named above (due to reasons such as leave, illness, official travel), all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR.

6.0 CONTRACT TYPE

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

7.0 NAVSEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the level of effort specified below in performance of the work described in the PWS of this order. The level of effort for the performance of this task order shall be man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

Periods Hours Per Period

CLIN 7000 – Base Period 13,440

CLIN 7100 – Option I Period 13,440

CLIN 7200 – Option II Period 13,440

CLIN 7300 – Option III Period 13,440

CLIN 7400 – Option IV Period 13,440

CLIN 7501 - Option for continued performance 960

CLIN 7502 - Option for continued performance 960

CLIN 7503 - Option for continued performance 960

CLIN 7504 - Option for continued performance 960

CLIN 7505 - Option for continued performance 960

CLIN 7506 - Option for continued performance 960

Total 72,960

(b) Listed above are both compensated and uncompensated man-hours associated with this order. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. Total Time Accounting (TTA) effort is included in this definition. All other effort is defined as compensated effort. If no effort is indicated in the above table, uncompensated/ TTA effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately 258.46 hours per week for the Base and each Option Period, and 280 hours for each of the options for continued performance periods. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 21 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five (5) days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

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

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20)

or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) 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 (5) 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.

8.0 SSP 5252.216-9775 INCREASE IN LEVEL OF EFFORT (COST-REIMBURSEMENT) (MAR 1992)

(a) In addition to any other option rights that may be provided to the Government by this contract, the Government shall have the right, within any given contract period established in Section F of this task order, to increase the level of effort by up to thirty percent (30%) of the total level of effort for that period at the same labor mix as proposed in the task order for that period. The Contractor agrees to accept such increase in the level of effort at an increase in the estimated cost and an increase in the fixed fee which are calculated as follows:

$$\text{IEC} = (\text{ILOE}/\text{LOE}) \times \text{EC IFF} = (\text{ILOE}/\text{LOE}) \times \text{FF}$$

IEC = The increase in the estimated cost. ILOE = The increase in the level of effort.

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 22 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

LOE = The level of effort contracted for the contract year in which the level of effort is increased.

EC = The estimated cost contracted for in the contract year in which the level of effort is increased. IFF = The increase in the fixed fee.

FF = The fixed fee contracted for in the contract year in which the level of effort is increased.

This option may be exercised at any time or times prior to the end of the affected period provided however, that the exercise of such option must give the Contractor sufficient time to provide all of the man-hours for that period, including the increase, by the end of the affected period.

(b) Any exercise by the Government of its option rights under this clause shall be affected by written notice from the

Contracting Officer.

(c) The exercise of the option shall be formally reflected by a modification to this task order increasing the estimated cost and fixed fee and adjusting the Level of Effort provision for the affected contract period.

9.0 PERSONNEL QUALIFICATIONS

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. All personnel performing under the contract must meet or exceed the personnel qualifications of those personnel proposed at the time of proposal submission. The Government shall have a minimum of seven (7) calendar days to review the qualifications of substitute/replacement personnel prior to reporting to work. The Contractor shall be prepared to provide other personnel immediately (within 72 hours) should any of the substitute/replacement personnel be considered unqualified.

10.0 COMMON ACCESS CARD (CAC) FOR CONTRACTOR EMPLOYEES

All new contractor employees shall be "CAC Card Ready" before any direct labor charges may be accumulated under this contract. "CAC Card Ready" includes:

- 1) Subject's fingerprints have been submitted to the Office of Personnel Management (OPM) and determined favorable,
- 2) Subject has an initiated or completed NACI or equivalent investigation type, and
- 3) Visit request has been submitted to ONR Security and approved by the appropriate ONR Code Administrative

Officer (AO).

11.0 COUNTERINTELLIGENCE AWARENESS AND REPORTING (CIAR) TRAINING

All Contractor personnel shall attend Counterintelligence Awareness and Reporting (CIAR) Training in accordance with DoD Directive 5240.06 within 30 days after arrival at ONR and annually thereafter.

Accounting Data



CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 23 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

This solicitation is a 100% Small Business Set-Aside for Service Disabled Veteran Owned Small Business (SDVOSB) offerors holding contracts under Seaport-e, National Capitol Area Zone 2.

1.0 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

2.0 CONTRACTOR IDENTIFICATION

All Contractors performing under this task order are required to clearly distinguish themselves from Federal employees through identification of their "Support Contractor" status. Identification includes, but is not limited to, the following: distinct badges; distinct office name plates and marking of office space; identification of "Support Contractor" in all forms of formal and informal communication as well as in e-mail signature blocks, in telephone conversations, in voicemail greetings, when using Government letterhead and fax cover sheets, and on business cards. Letterhead, fax cover sheets, and business cards may include the "Office of Naval Research" name but shall not include the Office of Naval Research logo or any related graphic.

3.0 HOURS OF OPERATION AND HOLIDAY SCHEDULE

3.1 The Office of Naval Research conforms to public holiday for federal employees. Contractor support will not be required on public holidays, except to the extent that travel for operational requirements are scheduled. A list of federal holidays in effect during performance under this order can be found at <http://www.opm.gov/policydata-oversight/snow-dismissal-procedures/federal-holidays/>. If the holiday falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance will be on the following Monday.

3.2 In the event the Government is closed for any other purpose (e.g., inclement weather), contractor personnel may be allowed to work provided permission is granted by the Contractor and the COR. In the event Contractor personnel will be absent from the office for other reasons (e.g. sickness, training, vacation, etc.), these absences must be coordinated with the COR prior to their occurrence to the maximum extent practicable.

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 24 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

CONTRACT CLAUSES SHALL BE IN ACCORDANCE WITH SECTION I OF THE BASIC IDIQ SEAPORT-E MULTIPLE-AWARD CONTRACT AND HEREBY INCORPORATED BY REFERENCE.

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

(a) The Government may extend the term of this contract by written notice to the Contractor within the period of performance and prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 5 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 66 months.

FAR 52.223-5 -- Pollution Prevention and Right-to-Know Information (AUG 2003) (applicable if contract provides for performance, in whole or in part, on a federal facility)

FAR 52.223-6 -- Drug-Free Workplace. (MAY 2001)

DFARS 252.203-7999 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-O0010) (FEB 2015)

DFARS 252.204-7005 Oral Attestation of Security Responsibilities. (NOV 2001)

CONTRACT NO. N00178-14-D-7679	DELIVERY ORDER NO. EE01	PAGE 25 of 25	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION J LIST OF ATTACHMENTS

Attachment Number 1: Non-Disclosure Agreement

Attachment Number 2: Quality Assurance Surveillance Plan

Attachment Number 3: DD254