

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 24	3. EFFECTIVE DATE 11-May-2009	4. REQUISITION/PURCHASE REQ. NO. N00024-09-MR-59718		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY Naval Sea Systems Command (NAVSEA) BUILDING 197, ROOM 5w-27301333 ISAAC HULL AVENUE SE WASHINGTON NAVY YARD DC 20376-2040	CODE N00024	7. ADMINISTERED BY (If other than Item 6) DCMA TACTICAL WHEELED VEHICLES CHICAGO 1523 WEST CENTRAL ROAD, BLDG. 203 ARLINGTON HEIGHTS IL 60005-2451		CODE S1403A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Alion - IPS Corporation 10 West 35th Street Chicago IL 60616	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4066-0002
	10B. DATED (SEE ITEM 13) 30-Sep-2004
CAGE CODE 3UWB7	FACILITY CODE 035274158

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)

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

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	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)	
		, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/ (Signature of Contracting Officer)	27-May-2009

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GENERAL INFORMATION

The purposes of this modification 24 to Task Order N00178-04-D-4066-0002 are to 1) extend the period of performance for ODC SLIN 0003AA; 2) update the Government Points of Contact; 3) change the Task Order Manager (TOM); 4) change the Alternate TOM; and 5) update the Invoicing Instructions. Accordingly, said Task Order is modified as follows:

1. Under SECTION B - SUPPLIES OR SERVICES AND PRICES, the following is deleted as the invoicing instructions are addressed in SECTION G:

"INVOICE INFORMATION

ATTENTION VENDORS! DO NOT SEND YOUR INVOICES TO CHARLESTON. This will merely delay processing. Your invoices must be sent to the following address and must carry the Task Order number beginning with N00178:

NAVAL SEA SYSTEMS COMMAND

1333 ISAAC HULL AVENUE SE STOP 9908

WASHINGTON NAVY YARD, DC 20376-9908

Voice: 202-781-1864 Fax: 202-781-4775

2. Under SECTION E - INSPECTION AND ACCEPTANCE, first paragraph, the following is revised from:

"SEA 027"

to:

"SEA 021"

3. Under SECTION F - DELIVERABLES OR PERFORMANCE, the period of performance for SLIN 0003AA is hereby extended as follows:

FROM:

10/01/2007 - 09/30/2008

TO:

10/01/2007 - 09/30/2009

4. Under SECTION G - CONTRACT ADMINISTRATION DATA, the following revisions are made:

a. Under G.1, the Government points of contact are revised from:

"Deputy Program Manager SEA 027 (202) 781-2911

NAVSEA Contracting Officer point of contact is:

Contracting Officer SEA02-0255 (202) 781-3920"

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to:

"Program Manager: eBusiness

Phone: 202-781-1249

NAVSEA Contracting Officer point of contact is:

Contracting Officer

Phone: 202-781-3563"

b. Under G.3 DESIGNATION OF CONTRACTING OFFICER REPRESENTATIVE, the following revisions are made:

i) The TOM is changed from:

1333 ISSAC HULL AVENUE SE STOP 2060
WASHINGTON NAVY YARD, DC 20376-2060

202-781-1864

to:

1333 Issac Hull Avenue SE
Washington Navy Yard, DC 20376-2040

202-781-2630

ii) The Alternate TOM is changed from:

(202) 781-2911

to:

Phone: 202-781-1249

c. Under G.4 INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES, the current INVOICE INSTRUCTIONS (NAVSEA) (JAN 2008) clause.

5. A conformed copy of this Task Order is attached to this modification for information purposes only.

6. The total amount of funds obligated to the task is hereby increased by from to :

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

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price

0002					
0002AA	Master Administration Contract Requirements List (MACRL) Support and Maintenance for NAVSEA 02. See Notes A and B. Base Year, Quarter 1. (O&MN,N)				
0002AB	NAVSEA 02 Standard Procurement System (SPS) Helpdesk Support and Intranet Web Support. See Notes A and B. Base Year, Quarter 1. (O&MN,N)				
0002AC	Master Administration Contract Requirements List (MACRL) Support and maintenance for NAVSEA 02 See Note A and B, Base Year, Quarter 2. (O&MN,N)				
0002AD	Master Administration Contract Requirements List (MACRL) Support and Maintenance for NAVSEA 02. See Notes A. Base Year, Quarter 3. (O&MN,N)				
0002AE	Master Administration Contract Requirements List (MACRL) Support				

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and Maintenance
for NAVSEA 02.
See Note A. Base
Year, Quarter 4.
(O&MN,N)

0002AF NAVSEA 02
Standard
Procurement
System (SPS)
Helpdesk Support
and Intranet Web
Support. See
Notes A and B.
Base Year,
Quarter 2.
(O&MN,N)

0002AG NAVSEA 02
Standard
Procurement
System (SPS)
Helpdesk Support
and Intranet Web
Support. See
Notes A and B.
Base Year,
Quarter 3.
(O&MN,N)

0002AH NAVSEA 02
Standard
Procurement
System (SPS)
Helpdesk Support
and Intranet Web
Support. See
Notes A and B.
Base Year,
Quarter 4.
(O&MN,N)

0002AJ MASTER
ADMINISTRATIVE
CONTRACT
REQUIREMENTS LIST
(MACRL) SUPPORT
AND MAINTENANCE
FOR NAVSEA 02.
SEE NOTES A AND
B. BASE YEAR
QUARTER 1.
(O&MN,N)

0002AK NAVSEA 02
Standard
Procurement
System (SPS)
Helpdesk Support
and Intranet Web
Support. See
Notes A and B.
Base Year,
Quarter 1.
(O&MN,N)

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0002AL Master
Administration
Contract
Requirements List
(MACRL) Support
and Maintenance
for NAVSEA 02.
See Note A. Base
Year, Quarter 4.
(O&MN,N)

0002BA MACRL Support and
Maintenance for
NAVSEA 02. First
Quarter FY 06.
(O&MN,N)

0002BB NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. (O&MN,N)

0002BC MACRL Support and
Maintenance for
NAVSEA 02. Second
Quarter FY 06.
(O&MN,N)

0002BD MACRL Support and
Maintenance for
NAVSEA 02. Third
Quarter FY 06.
(O&MN,N)

0002BE MACRL Support and
Maintenance for
NAVSEA 02. Fourth
Quarter FY 06.
(O&MN,N)

0002BF NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support.
Option, 2nd
quarter FY 06.
(O&MN,N)

0002BG NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. Option,
3rd quarter FY
06. (O&MN,N)

0002BH NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. Option,
4th quarter FY
06. (O&MN,N)

0002BJ MACRL Support and
Maintenance for

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NAVSEA 02. Third
Quarter FY 06.
(O&MN,N)

0002BK NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. 3rd
Quarter FY 06.
(O&MN,N)

0002BL MACRL Support and
Maintenance for
NAVSEA 02. Fourth
Quarter FY 06.
(O&MN,N)

0002CA MACRL Support and
Maintenance for
NAVSEA 02. See
Notes B and C,
Option Year 2.
(O&MN,N)

0002CB NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. See
Notes B and C,
Option Year 2.
(O&MN,N)

0002CC MACRL Support and
Maintenance for
NAVSEA 02. See
Notes B and C,
Option Year 2.
(O&MN,N)

0002CD NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. See
Notes B and C,
Option Year 2.
(O&MN,N)
Option

0002DA MACRL Support and
Maintenance for
NAVSEA 02. See
Notes B and C,
Option Year 3.
(O&MN,N)

0002DB NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. See
Notes B and C,
Option Year 3.
(O&MN,N)

0002DD NAVSEA 02 SPS
Helpdesk Support

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and Intranet Web
Support. See
Notes B and C,
Option Year 2.
(O&MN,N)

0002EA MACRL Support and
Maintenance for
NAVSEA 02. See
Notes B and C,
Option Year 4.
(O&MN,N)

0002EB NAVSEA 02 SPS
Helpdesk Support
and Intranet Web
Support. See
Notes B and C,
Option Year 4.
(O&MN,N)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost

0003	Other Direct Costs Associated with SLINs 0002DA and 0002DB			
0003AA	Other Direct Costs Associated with SLINs 0002DA and 0002DB. (O&MN,N)			

Note A: BASE PERIOD ITEM(S)- Base Period SLINs (0002AA, 0002AJ, and (if option(s) are exercised 0002AC, 0002AD, and 0002AE) 0002AB, 0002AK and (if option(s) are exercised 0002AF, 0002AG, and 0002AH)the base period through 30 September 2005 will commence on the date of Task Order award. As stated within Section L, the awardee is expected to be able to adequately transition and be fully staffed at time of award. Funding will be provided, as required, throughout the Base Year (and follow years, if options exercised). Invoices should be submitted monthly and will be paid monthly.

Note B: OPTION ITEM(S) - Option SLINs to which the option clause in Section I applies and which is to be supplied only if and to the extent said option is exercised.

HQ B-2-0022 CONTRACT SUMMARY FOR PAYMENT OFFICE (FIXED PRICE) (FEB 1997)

This entire contract is fixed price.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK (SOW) FOR NAVSEA 02 MASTER ADMINISTRATION CONTRACT REQUIREMENTS LIST (MACRL) AND OTHER MISCELLANEOUS DATABASES

1. INTRODUCTION

This statement of work (SOW) sets forth the requirements to provide software application development and support for systems previously installed at the Naval Sea Systems Command Headquarter (NAVSEA HQ) facilities, 1333 Isaac Hull Avenue SE, Washington Navy Yard, DC 20376.

2. BACKGROUND

NAVSEA HQ procures approximately 12 billion dollars of goods and services each year to support its headquarters Directorates and Program Executive Offices (PEOs). NAVSEA 02 is the Deputy Commander for Contracts responsible for NAVSEA HQ procurements. Master Administration Contract Requirements List (MACRL) is a NAVSEA 02 application that automates contract related functions such as procurement requests tracking; contracting officer representative (COR) training and qualification tracking; contract distribution and reporting; contractor claims/request for equitable adjustment reporting; and contract closeout/archive. MACRL also automates NAVSEA 02's human resource functions related to personnel actions, budgeting, and awards/recognition. This contract will provide for the support and maintenance of these systems.

System Description: MACRL is a client/server application that runs on a Windows 2000 file server on the Navy's Navy-Marine Corps Internet (NMCI). It operates on PC workstations running Microsoft Access 2000 and is used by up to 175 SEA02 contract specialists, procuring contracting officers, and human resources staff.

3. SCOPE

The contractor will be responsible for accomplishing all required aspects of the MACRL development and support program. The contract will encompass maintenance of current functionality and development work associated with future enhancements and functionality.

4. REQUIREMENTS

The contractor shall provide software application development and support to include code development, documentation, database redesign/development/administration, testing, problem resolution analysis, quality assurance, and customer support. Specifically, the contractor shall perform the following tasks:

TASK 1 – MAINTAIN CURRENT FUNCTIONALITY as follows:

PR Tracking

- o Accurately and efficiently collect specified management information data and procurement request data contained on NAVSEA 4205 (Procurement Request (PR) Form).
- o Provide accurate and timely PR data reports to acquisition managers.
- o Ensure that appropriate data captured in PR Tracking flows accurately and efficiently to the DD350.
- o Ensure that PR pull down menus and help features are linked to the most current data tables/lists, for example, SEA 02 PCOs, NAVSEA Program Office and Directorate codes, COR lists, CCR, etc.
- o Provide end user support.

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DD350 Contract Action Reports (CAR) Data Capture and Reporting

- o Accurately and efficiently collect contracting data IAW Defense Federal Acquisition Regulations Supplement (DFARS) 204.670.

- o Validate data collected to reduce errors in submitted information.

- o Ensure that MACRL include the most current DOD DD350 edits/validations.

- o Ensure that DD350 pull down menus and help features are linked to the most current web sources, for example, CCR, NAICS, DOD MDAP/MAIS Program Codes, City and Place Codes, FSC Codes, etc.

- o Submit accurate and timely data to the Navy DD350 System. Ensure that reports are submitted in time for the monthly closeout.

- o Correct error reports (or bad records) from the Navy DD350 System in a timely manner.

- o Provide accurate and timely data reports to acquisition managers.

- o Provide end user support.

- o FPDS NG - If requested, develop an interface between MACRL and FPDS-NG

to submit Contract Action Reports (CARS). Currently the plan is to submit

all CARS using SPS but a requirement to also process CARS from FPDS-NG

could arise.

Contract Distribution

- o Ensure that contract actions are uploaded to Navy Air Force Interface (NAFI) IAW Navy Marine Corps Acquisition Regulation Supplement (NMCARS) 5204.201 (DFARS 204.201).

- o Ensure that contract distribution list (CDL) recipients are notified when contract actions are uploaded to NAFI.

COR Training/Qualification

- o Ensure that the system is able to capture and track contracting officer representative (COR) data, including qualifications, IAW NAVSEA Instruction 4200.17B.

Claims/REAs Reporting

- o Ensure that the system is able to capture and track pre/post award claims and Requests for Equitable Adjustment (REAs).

Personnel Actions

- o Ensure the system is able to accurately capture SEA 02 personnel actions.

TASK 2 – MAINTAIN/UPGRADE SYSTEM FUNCTIONALITY as follows:

Budget Tracking System

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o Maintain System and Reports.

o Modify System and Reports as required to meet SEA 021 emergent requirements.

Awards/Recognition Program

o Maintain System and Reports.

o Modify System and Reports as required to meet SEA 021 emergent requirements.

Personnel Actions

o Modify reports capability IAW SEA 021 requirements.

Federal Records Center (FRC) Accessions

o Maintain/update the integration of the 0272 accession data tables into MACRL.

COR Training/Qualification

o Maintain standard reports IAW SEA 021 requirements.

TASK 3 – MAINTAIN/UPGRADE MISCELLANEOUS SYSTEM DATABASES as follows:

(NOTE: These Databases use Microsoft Access 2000 software).

o Maintain/Modify database used to manage Move/Add/Change (MAC) process in SEA 02.

o Development of quick turn-around reports from various data sources.

o Develop/Maintain new databases for SEA 02 to support emergent requirements.

The contractor shall provide upgrades as necessary to the systems identified in Task 1.

5. DELIVERABLES

o Database Design Description (DBDD) (ref. DID DI-IPSC-81437A) – The contractor shall provide a DBDD detailing the framework of the software, interfaces and external connections and data flow. Updates to the DBDD shall be provided to the COR as changes occur.

o Performance Reports – The contractor shall provide monthly performance reports detailing actions/events during the reporting period, including accomplishments, problems, solutions or recommendations.

o Full-time On-site Support – The contractor shall provide a knowledgeable person familiar with the requirements and specifications of this effort during core business hours (0900-1500) Monday thru Friday, exception being made for travel, and leave, in accordance with the key personnel requirements, onsite at NAVSEA 02 Building 197, Washington Navy Yard.

Deliverables will be unclassified.

Deliveries will be submitted in best commercial practices/electronically (compatible with MS Office products). The Task Order Manager (TOM) shall receive in both hard copy and electronic format.

A DBDD for the current MACRL system has been developed. The contractor shall provide revisions to the DBDD to reflect any modifications to the MACRL system, which are due thirty (30) days after any deployment of modification

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(s).

The first performance report is due one (1) month after award and successive reports due thirty (30) days thereafter.

6. INSPECTION AND ACCEPTANCE

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the Naval Sea Systems Command, Washington Navy Yard, DC, by the Task Order Manager (TOM).

Acceptance criteria – Quality measures set forth below will be applied to each deliverable from the contractor:

- Accuracy – Deliverables shall be accurate in presentation, technical content and adherence to accepted elements of style.
- Clarity – Deliverables shall be clear and concise.
- Timeliness – Deliverables shall be submitted on or before the due date specified in the SOW or submitted in accordance with a later scheduled date determined by the Government.
- On-Site personnel shall adhere to NAVSEA policies and other requirements of this effort.

7. PLACE OF PERFORMANCE

Tasks will be performed in Government facilities at NAVSEA HQ, 1333 Isaac Hull Avenue SE, Washington Navy Yard, DC 20376.

8. TRAVEL

The contractor is required to travel to meetings and reviews that are required to support any of the tasks in this SOW. The contractor may be required to travel to other sites to support NAVSEA field activities.

NOTE: All travel whether within the Continental United States or outside the Continental United States shall be accomplished by commercial carrier, privately owned automobile, or auto rental and authorized by the Client Representative. Any travel costs not paid by the contractor and reimbursed by the Government will be made in accordance with the Joint Travel Regulations (JTR).

9. GOVERNMENT PROVIDED SPACE

The contractor will be furnished with office space and furnishings, office supplies, personal computer, telephone support, and access to facsimile, photocopy, and related equipment.

10. SECURITY

Access to classified spaces and generation of classified material shall be in accordance with the attached DD254, Contract Security Classification Specification. The contractor may also be required to complete DISA Form 41, System Authorization Access Request (SAAR) to access certain DoD information systems.

NOTE: Personnel are required to have or be able to obtain a Secret Security Level. The DD254 will be made part of the basic task order contract once approved by Security 09T.

11. CONTRACTOR MANAGEMENT AND SUPERVISION

The contractor shall provide sufficient on-site supervision to assure all personnel work instructions and schedules originate with the contractor rather than the Government. This supervision shall assure that the contractor's personnel are not assigned work instructions and schedules outside the scope of the statement of work. Any perceived conflicts with the statement of work shall be delivered to the TOM.

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12. NON-DISCLOSURE STATEMENTS

Contractor personnel may be required, from time to time, to sign non-disclosure statements as applicable to work called for under this contract. The TOM/contracting officer will notify the contractor when a non-disclosure statement is required.

13. DATA RIGHTS

The Government has funded all work related to this database and has unlimited data rights to the database and database documentation in accordance with DFARS 252.227-7013, para (a)(15) and (b)(1), and DFARS 252.227-7014, para (a)(15) and (b)(1).

14. CONTRACTOR QUALIFICATIONS

In-depth understanding of MACRL architecture currently employed by SEA02, as well as new technology that may be used to provide improved performance.

In-depth knowledge of the Navy DD350 System, including edits/validations, databases, and data query/reports writing.

In-depth understanding of the SEA02 organizational structure (including positions, roles, and responsibilities).

In-depth knowledge of Microsoft Access.

STATEMENT OF WORK (SOW) FOR NAVSEA 02 SPS HELPDESK SUPPORT AND INTRANET WEB SUPPORT

1. INTRODUCTION

This statement of work (SOW) sets forth the requirements to provide web application support for the NAVSEA Intranet Web site and provide NAVSEA 02 application support at the Naval Sea Systems Command Headquarter (NAVSEA HQ) facilities, 1333 Isaac Hull Avenue SE, Washington Navy Yard, DC 20376.

2. BACKGROUND

NAVSEA 02 is the Deputy Commander for Contracts responsible for NAVSEA HQ procurements. To support this effort NAVSEA 02 uses the Standard Procurement System (SPS). The contractor shall provide support to NAVSEA SPS users. This support shall include resolution of hardware and software issues. When necessary the contractor shall interface with the NMCI Helpdesk or the AISC SPS Helpdesk as required to resolve these issues. Additionally, the Contractor shall assist the SEA 02 Webmaster in maintaining the SEA 02 Neighborhood under the Inside NAVSEA intranet site. The contractor shall help maintain current and useful data on this website that can be used as a quick reference by SPS users.

3. SCOPE

The contractor will be responsible for providing SPS Helpdesk support to approximately 175 users at NAVSEA Headquarters and assist in maintaining the SEA 02 Intranet site with current and useful SPS information.

4. REQUIREMENTS

The contractor shall provide SPS Helpdesk Support and SEA 02 Intranet site maintenance of SPS data. Specifically, the contractor shall perform the following tasks:

TASK 1 – ASSIST USERS IN REGARDS TO SPS ISSUES that appear to be HARDWARE related:

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- o Work with the SPS user to diagnose what is causing the SPS related problem.
- o Assist in identifying a solution and who needs to be involved in resolving the issue.
- o Assist in correcting the problem if it is within NAVSEA 02 control.
- o Assist in contacting NMCI and/or the AISC SPS Helpdesk to resolve issues out of NAVSEA 02 control.
- o Escalate issues that are above his/her general SPS knowledge to the two (2) onsite SEA 02 SPS Heldesk experts.

TASK 2 – ASSIST USERS IN REGARDS TO SPS ISSUES that appear to be SOFTWARE related:

- o Work with the SPS user to diagnose what is causing the SPS related problem.
- o Assist in identifying a solution and who needs to be involved in resolving the issue.
- o Assist in correcting the problem if it is within NAVSEA 02 control.
- o Assist in contacting NMCI and/or the AISC SPS Helpdesk to resolve issues out of NAVSEA 02 control.
- o Escalate issues that are above his/her general SPS knowledge to the two (2) onsite SEA 02 SPS Heldesk experts.

TASK 3 – ASSIST USERS IN THE INITIAL SETUP OF SPS at NAVSEA HQ seats:

- o Assist SPS user to obtaining PKI certificates they will need to access SPS.
- o Work with the SPS user to install PKI certificates in their Microsoft Internet Explorer so they can access SPS.
- o Walk the SPS user through the initial logon to SPS and show them how to use the PKI certificate and what logins are needed for each screen as you enter SPS.

TASK 4 – ASSIST THE SEA 02 WEBMASTER in maintaining the SEA 02 Neighborhood under Inside NAVSEA intranet site:

- o Incorporate and maintain SPS data on the SEA 02 intranet using the NAVSEACITY WEB Manager.
- o Periodically review the data for currency and for additions or deletions to maintain a site that will be valuable to SPS users.

5. DELIVERABLES

- o Performance Reports – The contractor shall provide monthly performance reports detailing actions/events during the reporting period, including accomplishments, problems, solutions or recommendations.
- o Full-time On-site Support – The contractor shall provide a knowledgeable person familiar with the requirements and specifications of this effort during core business hours (0900-1500) Monday thru Friday, exception being made for travel, and leave, in accordance with the key personnel requirements, onsite at NAVSEA 02 Building 197, Washington Navy Yard.

Deliverables will be unclassified.

Deliveries will be submitted in best commercial practices/electronically (compatible with MS Office products). The TOM shall receive in both hard copy and electronic format.

6. INSPECTION AND ACCEPTANCE

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Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the Naval Sea Systems Command, Washington Navy Yard, DC, by the TASK ORDER MANAGER (TOM).

Acceptance criteria – Quality measures set forth below will be applied to each deliverable from the contractor:

- Accuracy – Deliverables shall be accurate in presentation, technical content and adherence to accepted elements of style.
- Clarity – Deliverables shall be clear and concise.
- Timeliness – Deliverables shall be submitted on or before the due date specified in the SOW or submitted in accordance with a later scheduled date determined by the Government.
- On-Site personnel shall adhere to NAVSEA policies and other requirements of this effort.

7. PLACE OF PERFORMANCE

Tasks will be performed in Government facilities at NAVSEA HQs, 1333 Isaac Hull Avenue SE, Washington Navy Yard, DC 20376.

8. TRAVEL

No travel should be required to support any of the tasks in this SOW. If any travel is required it is anticipated to be local travel only to possibly attend local SPS meeting or training.

9. GOVERNMENT PROVIDED SPACE

The contractor will be furnished with office space and furnishings, office supplies, personal computer, telephone support, and access to facsimile, photocopy, and related equipment. If any travel or mileage reimbursement issues evolve, the Joint Travel Regulations shall apply and contractor shall adhere to these regulations.

10. SECURITY

Access to classified spaces and generation of classified material shall be in accordance with the attached DD254, Contract Security Classification Specification. The contractor may also be required to complete DISA Form 41, System Authorization Access Request (SAAR) to access certain DoD information systems.

NOTE: Personnel are required to have or be able to obtain a Secret Security Level. The DD254 will be made part of the basic task order contract once approved by Security 09T.

11. CONTRACTOR MANAGEMENT AND SUPERVISION

The contractor shall provide sufficient on-site supervision to assure all personnel work instructions and schedules originate with the contractor rather than the Government. This supervision shall assure that the contractor's personnel are not assigned work instructions and schedules outside the scope of the statement of work. Any perceived conflicts with the statement of work shall be delivered to the COR.

12. NON-DISCLOSURE STATEMENTS

Contractor personnel may be required, from time to time, to sign non-disclosure statements as applicable to work called for under this contract. The TOM/contracting officer will notify the contractor when a non-disclosure statement is required.

13. CONTRACTOR QUALIFICATIONS

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In-depth understanding of the requirements to use SPS at NAVSEA 02, as well as knowledge of how to use the NAVSEACITY WEB Manager tool to update and maintain data in the NAVSEA 02 intranet site. In-depth understanding of the SEA02 organizational structure, including positions, roles, and responsibilities.

NAVSEA CAAS Study Team Review of Task Order No. N00178-04-D-4066-0002 – Determination: Labor – 0% CAAS, 100% Non-CAAS. ODCs - 100% Non-CAAS.

Justification: On 19 September 2005, NAVSEA CAAS Study Team Co-Chairmen Mr. Dave Diamantopoulos and Mr. Greg Nalepa and program office representative Kerry Knapp reviewed the requirements addressed within subject Task Order. During the review it was determined that the labor requirements addressed within the subject task order are 100% Non-CAAS per exemptions 8 and 9 and identified within DoD Directive 4205.2 dated 10 February 1992 referenced within Title 10 U.S.C., Section 2212, that specifically exempts from the definition of CAAS, “ .automated data processing and/or telecommunication functions and related services... ”

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be made at destination by Commander Naval Sea Systems Command, SEA 021, 1333 Isaac Hull Avenue SE, Mail Stop 2060, Washington Navy Yard, DC 20376-2060 or the duty authorized representative and shall be made only after successful completion of all requirements specified in Section C above.

Inspection and Acceptance for Item(s) 0002AA and 0002AB, and if exercised, Option SLINS (0002BA - 0002EB), will be in accordance with Section E of the SEAPORT E Multiple Award IDIQ contract and supplemented by the following performance assessment standard:

Task Order Performance Standard:

Monthly status reports submitted to the Task Order Manager under Items 0002, shall identify the work that has been performed during the month, deliverables that had been submitted, and the name of the Government representative that had received the deliverable. The Task Order Manager will be required on a monthly basis to rate the quality of deliverables in terms of timeliness and quality on a rating scale of one (1) to five (5). The rating scale is specified in the table and defined below:

Rating Number Rating Description

5 Significantly Exceeds Expectation

4 Exceeds Expectation

3 Meets Expectation

2 Barely Meets Expectation

1 Fails to Meet Expectation

Task Order acceptance will be made by the Task Order Manager upon the Contractor having achieved an overall rating of all deliverables, of "Meets Expectation" or better.

Rating Definitions:

Significantly Exceeds Expectation: Deliverables are completed on or prior to their respective due date 100% of the time without further revisions being required.

Exceeds Expectation: Deliverables are completed on or prior to their respective due date 100% of the time with only minor revisions being required on approximately 5% of items submitted. The required rework does not negatively impact upon the respective program.

Meets Expectation: Deliverables are completed on or prior to their respective due date 100% of the time with minor revisions being required on approximately 10% of items submitted. The required rework does not negatively impact upon the respective program.

Barely Meets Expectation: Deliverables are completed on or prior to their respective due date 95% of the time with minor revisions being required on approximately 15% of items submitted. The delayed submission and rework of deliverables results in a minor negative impact upon the respective program.

Fails to Meet Expectation: Deliverables are completed on or prior to their respective due date less than 90% of the time with significant revisions being required on greater than 15% of items submitted.

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The delayed submission and rework of deliverables results in a significant negative impact upon the respective program.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

0002AA	9/30/2004 - 10/20/2004
0002AB	9/30/2004 - 10/20/2004
0002AC	1/1/2005 - 3/31/2005
0002AD	4/1/2005 - 6/30/2005
0002AE	7/1/2005 - 9/30/2005
0002AF	1/1/2005 - 3/31/2005
0002AG	4/1/2005 - 6/30/2005
0002AH	7/1/2005 - 9/30/2005
0002AJ	10/21/2004 - 12/31/2004
0002AK	10/21/2004 - 12/31/2004
0002AL	7/1/2005 - 9/30/2005
0002BA	10/1/2005 - 12/31/2005
0002BB	10/1/2005 - 12/31/2005
0002BC	1/1/2006 - 3/31/2006
0002BD	4/1/2006 - 5/14/2006
0002BE	7/1/2006 - 8/25/2006
0002BF	1/1/2006 - 3/31/2006
0002BG	4/1/2006 - 4/18/2006
0002BH	7/1/2006 - 9/30/2006
0002BJ	5/15/2006 - 6/30/2006
0002BK	4/19/2006 - 6/30/2006
0002BL	8/26/2006 - 9/30/2006
0002CA	9/30/2006 - 5/30/2007
0002CB	9/30/2006 - 3/10/2007
0002CC	5/8/2007 - 9/29/2007
0002DA	10/1/2007 - 9/30/2008
0002DB	10/1/2007 - 9/30/2008
0002DD	3/31/2007 - 9/29/2007
0002EA	10/1/2008 - 9/30/2009
0002EB	10/1/2008 - 9/30/2009
0003AA	10/1/2007 - 9/30/2009

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

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0002CD

3/31/2007 - 9/29/2007

The Contractor shall perform the work described in SECTION C for the period of performance above for the base year (and if options are exercised).

DELIVERABLES:

The Contractor shall provide monthly performance reports detailing actions taken during the reporting period, accomplishments, problems encountered, solutions and recommendations for solutions. Deliverables will be concise, accurate, current, legible, clear, complete, orderly, comprehensive, etc. Other information, that may be needed to keep the Government informed of progress, shall be provided upon request. The first report of each deliverable is due in one (1) month after award and successive reports due thirty (30) days thereafter. Where practicable, deliverables will be submitted by electronic means.

Deliverables include:

One copy of--

Invoices in Contractor format in accordance with procedures as specified in Section B.

Monthly Progress and Status Reports in Contractor format

Reports, Point Papers, Minutes, Presentations, Agendas, Schedules, Spreadsheet Analyses, Briefing Materials, Concept Papers, Etc.

Note: For further guidance, refer to the Deliverable paragraphs under the Statement of Work(s) in Section C of this Solicitation.

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SECTION G CONTRACT ADMINISTRATION DATA

G.1 The Government points of contact are:

Program Manager: eBusiness

Phone: 202-781-1249

NAVSEA Contracting Officer point of contact is:

Contracting Officer

Phone: 202-781-3563

G.2 Funding, Invoices and Payments

(a) The Contractor shall notify the Contracting Officer and the Task Order Manager (TOM), in writing, whenever it has reason to believe that the costs it expects to incur under this delivery order in the next sixty (60) days, when all costs previously incurred, will exceed 75% of the total amount so far allotted to the delivery order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the delivery order.

(b) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount awarded on this delivery order by the Government; and the Contractor is not obligated to continue performance under this delivery order or otherwise incur costs in excess of the total amount awarded under this delivery order.

Invoices shall be submitted in accordance with the schedule for services.

(c) Billing can be accomplished on a monthly basis, periodic payments are allowed. Invoices for recurring services will include TOM acceptance from the authorized TOM or Alternate that costs billed during the billing period are acceptable.

Section 801 Authority iaw P.L. 105-85 has been granted by SEA 02.

G.3 DESIGNATION OF CONTRACTING OFFICER REPRESENTATIVE

(a) The below individual is appointed the "Task Order Manager" (TOM) for this task order:

Task Order Manager

1333 Issac Hull Avenue SE
Washington Navy Yard, DC 20376-2040

202-781-2630

(b) It is emphasized that only the Contracting Officer has the authority to modify the terms or the delivery order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic delivery order between the Contractor and any other person be effective or binding on the Government. When/If, in the opinion of the Contractor, an effort outside the existing scope of the delivery order is requested, the Contractor shall promptly notify the TOM and Contracting Officer in writing. The Contractor shall take no action unless the Contracting Officer has as issued a contractual change.

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(c) In the absence of the TOM named above, all responsibilities and functions assigned to the TOM shall be the responsibility of the Alternate TOM acting in behalf of the TOM. The following individual is assigned as the Alternate TOM:

Alternate Task Order Manager
Program Manager: eBusiness

Phone: 202-781-1249

G.4 INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

INVOICE INSTRUCTIONS (NAVSEA) (JAN 2008)

(a) In accordance with the clause of this contract entitled “ELECTRONIC SUBMISSION OF PAYMENT REQUESTS” (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are “Getting Started for Vendors” and “WAWF Vendor Guide”.

(c) The designated CCR EB point of contact is responsible for activating the company’s CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company’s CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company’s CAGE code at <https://wawf.eb.mil>.

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

Type of Document (*contracting officer check all that apply*)

Invoice (FFP Supply & Service)

Invoice and Receiving Report Combo (FFP Supply)

Invoice as 2-in-1 (FFP Service Only)

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Cost Voucher (Cost Reimbursable, T&M , LH, or FPI)

Receiving Report (FFP, DD250 Only)

DODAAC Codes and Inspection and Acceptance Locations (*contracting officer complete appropriate information as applicable*)

Issue DODAAC	<u>N00024</u>
Admin DODAAC	<u>S1403A</u>
Pay Office DODAAC	<u>HQ0339</u>
Inspector DODAAC	<u>N00024</u>
Service Acceptor DODAAC	<u>N00024</u>
Service Approver DODAAC	<u>N00024</u>
Ship To DODAAC	<u>N00024</u>
DCAA Auditor DODAAC	<u>HAA643</u>
LPO DODAAC	<u>N/A</u>
Inspection Location	<u>N00024</u>
Acceptance Location	<u>N00024</u>

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notification” and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To:

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

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(g) The WAWF system has not yet been implemented on some Navy programs; therefore, upon written concurrence from the cognizant Procuring Contracting Officer, the Contractor is authorized to use DFAS's WInS for electronic end to end invoicing until the functionality of WInS has been incorporated into WAWF.

(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NAVSEA WAWF point of contact _____ at (202) 781-4815 or

Accounting Data
 SLINID PR Number Amount

 MOD 1
 0002AJ
 LLA :
 0002AK
 LLA :

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H.1 Substitution of Key Personnel

(a) The Contractor agrees to assign to the delivery order those persons proposed to perform the work as identified in the SOW.

(b) The Contractor agrees that during the first ninety- (90) days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In the event of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial ninety (90) day period, all proposed substitutions must be submitted, in writing, at least fifteen (15) days, thirty (30) days if security clearance is to be obtained, in advance of the proposed substitutions to the Contracting Officer, and provide the information required by paragraph (c) below:

(c) All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitutions, a complete resume of the proposed substitute, and any other information requested by the Contracting Officer, needed by him to approve or disapprove the proposed substitution. All proposed substitutes must have qualifications that are equal to or higher than the qualifications of the person to be replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the Contractor of his approval or disapproval thereof.

NAVSEA 5252.242-9115 TECHNICAL INSTRUCTIONS

(a) Performance of work hereunder may be subject to written technical instructions signed by the Task Order Manager (TOM) specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

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

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work descriptions.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instruction may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause in this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of the contract.

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SECTION I CONTRACT CLAUSES

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

(a) The Government may extend the term of this delivery order by written notice(s) to the Contractor within the periods specified below. If more than one option exists, each option is independent of any other option, and the Government has the right to unilaterally exercise any such option whether or not it has exercised other options.

ITEM(S) LATEST OPTION EXERCISE DATE

Option 1 12 Months after Basic Task Order Award

Option 2 12 Months after Option Exercise

Option 3 12 Months after Option Exercise

Option 4 12 Months after Option Exercise

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

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAR 2003)

(a) Definitions. As used in this clause--

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:

(1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA). Information regarding WAWF-RA is available on the Internet at <https://wawf.eb.mil>.

(2) Web Invoicing System (WInS). Information regarding WInS is available on the Internet at <https://ecweb.dfas.mil>.

(3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.

(i) Information regarding EDI formats is available on the Internet at <http://www.X12.org>.

(ii) EDI implementation guides are available on the Internet at <http://www.dfas.mil/ecedi>.

(4) Another electronic form authorized by the Contracting Officer.

(c) If the Contractor is unable to submit a payment request in electronic form, or DoD is unable to receive a payment

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request in electronic form, the Contractor shall submit the payment request using a method mutually agreed to by the Contractor, the Contracting Officer, and the payment office.

(d) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

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SECTION J LIST OF ATTACHMENTS

Attachment (1) - FAD sheet for basic Task Order.

Attachment (2) - FAD sheet for Modification 02.

Attachment (3) - FAD sheet for Modification 03.

Attachment (4) - FAD sheet for Modification 04.

Attachment (5) - FAD sheet for Modification 05.

Attachment (6) - FAD sheet for Modification 06.

Attachment (7) - FAD sheet for Modification 07.

Attachment (8) - FAD sheet for Modification 18.

Attachment (9) - FAD sheet for Modification 19.

Attachment (10) - FAD sheet for Modification 21.

Attachment 11 - FAD sheet for Modification 22.

Attachment 12 - FAD Sheet for Modification 23.