

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 14	3. EFFECTIVE DATE 04-Mar-2010	4. REQUISITION/PURCHASE REQ. NO. 00614037		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NSWC, PANAMA CITY 110 Vernon Avenue Panama City FL 32407-7001 phillip.e.morris@navy.mil 850-235-5387	CODE N61331	7. ADMINISTERED BY (If other than Item 6) NSWC, PANAMA CITY 110 Vernon Avenue Panama City FL 32407-7001		CODE N61331

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Technical Systems Integration, Inc. 816 Greenbrier Circle, Suite 208 Chesapeake VA 23320	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4147-HR04
CAGE CODE 0WWWV3	FACILITY CODE 802337436
10B. DATED (SEE ITEM 13) 21-Mar-2006	

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

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

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

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

<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 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 checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.232-22 LIMITATION OF FUNDS

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) Joan R Troutman, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Joan R Troutman (Signature of Contracting Officer)	16C. DATE SIGNED 05-Mar-2010
(Signature of person authorized to sign)			

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 2 of 2	FINAL
----------------------------------	----------------------------	----------------------------------	----------------	-------

## GENERAL INFORMATION

The purpose of this modification is to add incremental funding in the amount of \$78,878. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The total amount of funds obligated to the task is hereby increased by \$78,878.00 from \$632,197.00 to \$711,075.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400003	O&MN,N	0.00	78,878.00	78,878.00

The total value of the order is hereby increased by \$0.00 from \$718,822.00 to \$718,822.00.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 1 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	Services and material necessary to provide AN/AQS-14A AND AN/AQS-24 Test, Maintenance, Inventory Control, Accountability and Related actions in accordance with the Statement of Work and Contract Data Requirements (CDRLS). This is the Base Year Clin and is good from contract award through 30 September 2006. (O&MN,N)	1.0 Lot	\$93,563.00	\$5,492.00	\$99,055.00
100001	Incremental funding of \$2,601 (O&MN,N)				
100002	Incremental funding of \$96,454 (O&MN,N)				
1001	Services and material necessary to provide AN/AQS-14A AND AN/AQS-24 Test, Maintenance, Inventory Control, Accountability and Related actions in accordance with the Statement of Work and Contract Data Requirements (CDRLS). Clin 1001 is from the end of the base year through one (1) year thereafter. (O&MN,N)	1.0 Lot	\$139,488.00	\$8,654.00	\$148,142.00

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 2 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

100101 Incremental  
funding of  
\$96,500 (O&MN,N)

100102 Incremental  
funding of  
\$51,642 (O&MN,N)

1002	Services and material necessary to provide AN/AQS-14A AND AN/AQS-24 Test, Maintenance, Inventory Control, Accountability and Related actions in accordance with the Statement of Work and Contract Data Requirements (CDRLS). Clin 1002 is from the end of award term 1001 through one (1) year thereafter. (O&MN,N)	1.0 Lot	\$143,272.00	\$9,312.00	\$152,584.00
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100201 Incremental  
funding of  
\$50,000 (O&MN,N)

100202 Incremental  
funding of  
\$50,000 (O&MN,N)

100203 INCREMENTAL  
FUNDING OF  
\$45,000 (O&MN,N)

1003	Services and material necessary to provide AN/AQS-14A AND AN/AQS-24 Test, Maintenance, Inventory Control, Accountability and Related actions in accordance with the Statement of Work and Contract Data Requirements (CDRLS). Clin 1003 is from the end of award term 1002 through one	1.0 Lot	\$147,982.00	\$9,181.00	\$157,163.00
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CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 3 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

(1) year  
thereafter.  
(O&MN,N)

100301 ACRN:AF PURCHASE  
REQUEST 82944396  
\$50,000 (O&MN,N)

100302 ACRN:AG PURCHASE  
REQUEST 83116546  
\$100,000 (O&MN,N)

100303 ACRN:AH PURCHASE  
REQUEST 92262454  
\$7,000 (O&MN,N)

4000	Services and material necessary to provide AN/AQS-14A AND AN/AQS-24 Test, Maintenance, Inventory Control, Accountability and Related actions in accordance with the Statement of Work and Contract Data Requirements (CDRLS). Clin 4000 is from the end of award term 1003 through one (1) year thereafter. (O&MN,N)	1.0 Lot	\$152,422.00	\$9,456.00	\$161,878.00
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400001 ACRN:AJ PR  
92373436 \$33,000  
(O&MN,N)

400002 ACRN:AK PR  
00320964 \$50,000  
(O&MN,N)

400003 ACRN:AK PR  
00614037 \$78,878  
(O&MN,N)

#### EXERCISE OF OPTIONS

The Award Term provisions in Section H of the contract apply to option items 1001, 1002, 1003 and 4000. If elected, award term options will be exercised prior to the end of then current contract year. For example, the option for year 2 will be exercised prior to the end of the Base Year, the option for Year 3 will be exercised prior to the end of Year 2, and so on. Exercise of options for performance beyond the expiration of the basic contract on 4 April 2009 is contingent on the basic contract being extended by the PCO.

According to the Task Order Manager, this contract will be incrementally funded every quarter.

FAR Clause 52.232-22 Limitation of Funds will be exercised. Currently \$99,055 has been funded for this effort. \$93,563 for cost and \$5,340

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 4 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

for fixed fee, totaling \$99,055.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 5 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### STATEMENT OF WORK FOR AN/AQS-14A AND AN/AQS-24 TEST, MAINTENANCE, INVENTORY CONTROL, ACCOUNTABILITY AND RELATED ACTIONS

#### 1.0 SCOPE

The Naval Surface Warfare Center Panama City (NSWC PC) requires contractor support for the management, test, maintenance, and flight of AN/AQS-14A, AN/AQS-24, Airborne Mine Neutralizer System (AMNS 53), MK 103, Mk 104, Mk 105 and Precise Navigation System assets located at Naval Surface Warfare Center - Panama City (NSWC-PC) and various locations in the fleet supported by NSWC-PC. The contractor will provide support for the AN/AQS-14A, AN/AQS-24 and other AMCM systems as described in the following paragraphs.

#### 2.0 APPLICABLE DOCUMENTS

None

#### 3.0 REQUIREMENTS

##### 3.1 AMCM Systems Support

The contractor shall support the management/test/maintenance/flight of AN/AQS-14A, AN/AQS-24, Airborne Mine Neutralizer System (AMNS 53), MK 103, Mk 104, Mk 105 and Precise Navigation System assets located at Naval Surface Warfare Center - Panama City (NSWC-PC) and various locations in the fleet supported by NSWC-PC. Contractor support includes flying in support of Fleet exercises and reviewing and updating of technical manuals for the above. The Contractor must be qualified to fly in the MH-53E and MH-60 helicopters and maintain his flight qualifications for the entire period of performance of this contract.

##### 3.2 Interim Spare Parts Maintenance

In support of the this effort, the contractor shall:

- (a) Ensure that the packing and preservation of all components and parts received at the AMCM warehouses are in accordance with current military specifications. Must be able to inspect and repack to military specifications.
- (b) Be responsible for total inventory control and accountability for all the above parts maintained in the warehouses. Must conduct spot checks monthly and conduct a semi-annual inventory on the entire warehouse of components and parts to ensure accountability.
- (c) Support all phases of warehousing, receiving, shipping, storage and handling. Must be able to operate a forklift for shipping and receiving bulk parts and components, loading and unloading trucks.
- (d) Support the DAAS process for receiving requisitions for shipping components and parts to fleet users within hours after receiving the request from NAVICP Mechanicsburg or other DLA activities.
- (e) Support minor disassembly and re-assembly of parts and components of the AN/AQS-14A and the AN/AQS-24 systems. Must also have knowledge and capability to completely disassemble the AN/AQS-14A and the AN/AQS-24 towed bodies in support of the technicians.
- (f) Procure materials (i.e. boxes, packing tape, bubble wrap, wood screws, paint) necessary to perform required receiving, shipping, storage and handling functions.

##### 3.3 Pack and Preserve

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 6 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

The contractor shall pack and preserve all components of the AN/AQS-14A and AN/AQS-24 to military specifications as required.

### 3.4 Minor Repair

The contractor shall break down, repair and reassemble the hardware of the above AMCM systems as required. The contractor shall test and repair AMCM hardware and software as required.

### 3.5 Technical Documentation

The contractor shall develop a draft copy of PMA 295 OAMCM PPD to a 60% completion, develop a draft copy of the CHTWP OAMCM Pool Instructions, and develop a draft copy of the CHTWP PUK Instructions. The contractor shall attend Maintenance Plan reviews at NSWC PC to validate data. This support will include the informational review of applicable governing directives and instructions, liaison with the cognizant weapons activities and commands. The contractor will attend, at the direction of the IPT lead, the AMCM AMNS system review, manpower and training meeting/reviews, QPR, Tech Pub, ILSMT and ISEA reviews. The contractor will assist in monitoring all logistics elements to ensure that weapons system issues are identified and represented in accordance with the Rapid Deployment Concept (RDC) concept/program. The support may include physical site visit to land-based detachments, naval facilities and supporting U S Navy ships.

### 3.6 Travel

This effort will require 9 trips for one person (estimated per year), as follows:

1 trip to Corpus Christi TX one week

7 trips to Norfolk VA one week each

1 trip to Pensacola FL two days

### 3.7 Monthly Status Report

The contractor shall prepare a monthly status report that documents the status of contractor effort towards achieving contract objectives. The report shall identify accomplishments to date and difficulties encountered, and compare the status achieved to planned goals and the resources expended.

### 4.0 GOVERNMENT FURNISHED INFORMATION

The government will provide the contractor with all information necessary to the performance of the tasking of this statement of work. General information pertinent to the general tasking will be provided within 5 working days of award of the order. Specific additional information required during the period of performance will be provided within 5 days of the identification of the need.

### 5.0 DELIVERABLES

All data deliveries shall be in accordance with the schedule as specified in the attached Contract Data Requirements List (CDRL), DD Form 1423.

### 6.0 PERIOD OF PERFORMANCE

The period of performance for the base year will be from date of award until 30 September 2006. The period of performance for each option year (if exercised), will be from date of modification until 30 September of each option year. It is anticipated that four(4) option years will be exercised.

### 7.0 SECURITY

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 7 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

The contractor will require access to classified information or material in the performance of this tasking up to the Secret level. Documentation generated under this task order will be Unclassified. Provisions of the attached DD Form 254 apply

## 8.0 DISTRIBUTION LIMITATION STATEMENT

Documentation generated under this task order shall have the following Distribution Limitation Statement and Destruction Notice affixed to the front cover and title page (if any):

DISTRIBUTION STATEMENT D: DISTRIBUTION AUTHORIZED TO DEPARTMENT OF DEFENSE (DOD) AND US DOD CONTRACTORS ONLY (ADMINISTRATIVE/OPERATIONAL USE) (DATE STATEMENT APPLIED). OTHER REQUESTS FOR THIS DOCUMENT SHALL BE REFERRED TO PEO-LMW (PMS210).

WARNING: THIS DOCUMENT CONTAINS TECHNICAL DATA WHOSE EXPORT IS RESTRICTED BY THE ARMS EXPORT CONTROL ACT (TITLE 22, U.S.C. SEC. 2751, ET SEQ.) OR THE EXPORT ADMINISTRATION ACT OF 1979, AS AMENDED, TITLE 50, U.S.C. APP. 2401 ET. SEQ. VIOLATIONS OF THESE EXPORT LAWS ARE SUBJECT TO SEVERE CRIMINAL PENALTIES. DISTRIBUTE IN ACCORDANCE WITH PROVISIONS OF DOD DIRECTIVE 5230.25.

DESTRUCTION NOTICE - FOR CLASSIFIED DOCUMENTS, FOLLOW PROCEDURES IN DOD 5220.22-M, NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL, CHAPTER 5, SECTION 7 OR DOD 5200.1-R, INFORMATION SECURITY PROGRAM REGULATION. FOR UNCLASSIFIED, LIMITED DOCUMENTS, DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF THE DOCUMENT.

## 9.0 RELEASE OF INFORMATION

All technical data provided to the contractor by the Government and/or by the contractor for the Government shall be protected from public disclosure in accordance with the markings contained thereon and paragraphs 7.0 and 8.0 above. All other information relating to the items to be delivered or services to be performed under this delivery order may not be disclosed by any means without prior approval of the authorized representative of the Contracting Officer. Dissemination or public disclosure includes, but it not limited to: permitting access to such information by foreign nationals or by any other persons or entity; publication of technical or scientific; advertising; or, any other proposed public release. The contractor shall provide adequate physical protection to such information so as to preclude access by any person or entity not authorized such access by the Government.

## 10.0 PERFORMANCE BASED REQUIREMENTS

This requirement is performance based. The performance factors, the acceptable quality level (AQL) requirements, methods of surveillance and incentives are defined as follows:

Performance Factor: On time Final Data Deliverables

AQL Requirement: 90% delivered on time

Method of Surveillance: TOM/technical POC verification of delivery

Incentive: 10% reduction in fee if AQL requirement is not met.

Performance Factor: Quality of Final Data Deliverables

AQL Requirement: No major rewrites required

Method of Surveillance: TOM/technical POC review of documentation

Incentive: 10% reduction in fee if AQL requirement is not met

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 8 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

Performance Factor: Completion of tasks within estimated cost

AQL Requirement: Final cost at or below estimated cost of the order

Method of Surveillance: Review of final payment voucher

Incentive: Incentive payment equal to 10% of cost under run

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 9 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION D PACKAGING AND MARKING

Packaging and marking, if applicable, shall be in accordance with best commercial practices.

SHIP TO ADDRESS:

NAVAL SUPPORT ACTIVITY PANAMA CITY  
ATTN: RECEIVING OFFICER  
101 VERNON AVENUE  
PANAMA CITY BEACH, FL 32407  
FOB: DESTINATION

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 10 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and acceptance of deliverables will be by Government personnel at the Naval Support Activity, Panama City, Florida.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 11 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION F DELIVERABLES OR PERFORMANCE**

### PERIOD OF PERFORMANCE

The period of performance shall be from date of issuance of the task order until 30 September 2006. Option periods, if exercised, will be from date of exercise for a period of 12 months.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 12 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

Contract Specialist  
Phillip Morris, Code XPS1  
Naval Surface Warfare Center Panama City  
110 Vernon Ave.  
Panama City, FL 32407  
[phillip.e.morris@navy.mil](mailto:phillip.e.morris@navy.mil)  
850-235-5387

Task Order Manager  
Byron Matthews, A22  
110 Vernon Avenue  
Panama City, FL 32407  
[Byron.Matthews@navy.mil](mailto:Byron.Matthews@navy.mil)  
850-235-5693

### INVOICING INSTRUCTIONS

(a) The contractor shall submit vouchers on Standard Form 1034 not more often than once every 30 days. The vouchers shall contain the following statement signed by an authorized company representative:

This is to certify that the services set forth herein were performed during the period stated.

-----  
Contractor's Authorized Representative

-----  
Date of Invoice/Voucher

(b) The vouchers shall be prepared in accordance with this clause and the clauses entitled "Allowable Cost and Payment" (FAR 52.216-7) and "Fixed Fee" (FAR 52.216-8), and shall include:

- (1) Contract and order number.
- (2) Costs incurred and fixed fee billed.
- (3) Direct labor hours by labor category.
- (4) Other direct costs to be specified and substantiated.

(c) The contractor shall submit the original plus one copy of each voucher to the Contract Specialist identified in Section G, and one copy to the Task Order Manager (TOM). The Contracting Officer will certify all approved vouchers, and forward them electronically to the cognizant paying office for payment.

(d) The TOM will review his copy of the voucher and notify the Contracting Officer of any deficiencies. The Contracting Officer will be responsible for taking an appropriate offset on a subsequent voucher and notifying the contractor in writing of the action taken. The contractor shall be required to resolve the billing discrepancy with the Contracting Officer and resubmit a separate voucher covering any disputed portion.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 13 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Accounting Data  
 SLINID PR Number Amount  
 -----  
 100001 53006486 2601.00  
 LLA :

BASE Funding 2601.00  
 Cumulative Funding 2601.00

MOD 01

100002 60882434 96454.00  
 LLA :  
 AB: 97X4930 NH1E 000 77777 0 000178 2F 00000 31A2K0605001  
 Incremental funding of \$96,454

MOD 01 Funding 96454.00  
 Cumulative Funding 99055.00

MOD 05

100101 63066111 96500.00  
 LLA :  
 AC 97X4930 NH1E 000 77777 0 000178 2f 00000 31a2k0705001

MOD 05 Funding 96500.00  
 Cumulative Funding 195555.00

MOD 06

100102 71100173 51642.00  
 LLA :  
 AC 97X4930 NH1E 000 77777 0 000178 2F 00000 31A2k0705001

MOD 06 Funding 51642.00  
 Cumulative Funding 247197.00

MOD 08

100201 72905677 50000.00  
 LLA :  
 AD 97X4930 NH1E 000 77777 0 000178 2f 00000 31A2K0804001

MOD 08 Funding 50000.00  
 Cumulative Funding 297197.00

MOD 09

100202 80785504 50000.00  
 LLA :  
 AE 97X4930 NH1E 000 77777 0 000178 2F 00000 31A2K0801010

MOD 09 Funding 50000.00  
 Cumulative Funding 347197.00

MOD 10

100203 81971256 45000.00  
 LLA :  
 AD 97X4930 NH1D 000 77777 0 061331 2F 00000 31A2K0804001

MOD 10 Funding 45000.00  
 Cumulative Funding 392197.00

MOD 11

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4147	HR04	14	14 of 19	

100301 82944396 50000.00  
 LLA :  
 AF 97X4930 NH1D 000 77777 0 061331 2F 00000 31A2K0904901

100302 83116546 100000.00  
 LLA :  
 AG 97X4930 NH1D 000 77777 0 061331 2F 00000 31A2K0904940

MOD 11 Funding 150000.00  
 Cumulative Funding 542197.00

MOD 12

100303 92262454 7000.00  
 LLA :  
 AH 97X4930 NH1D 000 77777 0 061331 2F 00000 31A2K0904950

400001 92373436 33000.00  
 LLA :  
 AJ 97X4930 NH1D 000 77777 0 061331 2F 00000 31A2K0903908

MOD 12 Funding 40000.00  
 Cumulative Funding 582197.00

MOD 13

400002 00320964 50000.00  
 LLA :  
 AK 97X4930 NH1D 000 77777 0 061331 2F 00000 31A2K1001103

MOD 13 Funding 50000.00  
 Cumulative Funding 632197.00

MOD 14

400003 00614037 78878.00  
 LLA :  
 AK 97X4930 NH1D 000 77777 0 061331 2F 00000 31A2K1001103

MOD 14 Funding 78878.00  
 Cumulative Funding 711075.00

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 15 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBA's 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.

### ADDENDUM TO H.7 SUBSTITUTION OF TEAM MEMBERS AND SUBSTITUTION OF PERSONNEL

The following requirements are imposed in addition to the requirements listed under H7 of the basic contract.

(a) The contractor agrees that during the first 120 days of the period of performance no key personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. All proposed substitutions shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include:

(1) An explanation of the circumstances necessitating the substitution;

(2) A complete resume of the proposed substitute;

(3) The hourly rates of the incumbent and the proposed substitute; and

(4) Any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract, occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The same information as specified in paragraph (b) above is to be submitted with the request.

(d) The Contracting Officer shall evaluate requests for changes in personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

(e) Upon contract award, the desired qualifications as stated herein, will become minimum qualifications for any growth in Key Personnel categories beyond those individuals originally proposed. Resumes (in the format provided herein) shall be submitted to the Contracting Officer, and approved, prior to the individual being allowed to charge to the contract.

(f) Requests for post award approval of additional and/or replacement key and non-key personnel may be submitted via e-mail. E-mail submissions shall be made simultaneously to the Contract Specialist, Annette de Sercey and the Task Order Manager (TOM). Electronic notification via e-mail from the Contract Specialist will serve as written approval/disapproval on behalf of the Contracting Officer.

(g) Key Personnel – Desired Qualifications

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 16 of 19	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

To perform the requirements of the Statement of Work, the Government desires Key Personnel with the following qualifications:

HERE IS WHERE YOU WILL LIST YOUR QUALS

(h) Resume Format

All resumes submitted under this contract shall be provided in the following format.

(1) COMPLETE NAME

(2) CONTRACT LABOR CATEGORY

(3) CONTRACTOR'S LABOR CATEGORY

(4) CURRENT EMPLOYER

(5) AVAILABILITY (state as a percentage of a total manyear. Note whether individual is proposed or is working as a key person on another requirement and, if so, provide explanation as to how both requirements will be satisfied).

(6) LEVEL OF SECURITY CLEARANCE

(7) CURRENT WORK LOCATION

(8) PLANNED WORK LOCATION (If the planned work location is other than the offeror's primary location supporting this effort, the nature of the proposed individual's planned contribution shall be discussed.)

(9) WORK EXPERIENCE -- Show experience and dates as follows:

Name of Employer; 6 years 4 mos.; 10/91 - 2/98; Position Title

Work experience shall be presented in separate paragraphs, clearly marked with proper category of experience (Qualifying Experience; Non-Relevant Experience -- If relevant and non-relevant experience was obtained while at the same employer, separate time periods shall be noted for each assignment.) All qualifying experience shall be presented in a level of detail that will permit the evaluator to make a clear connection between the experience and the stated qualifications for the labor category. Specific examples of work assignments, accomplishments, and products shall be provided. Phrases such as "assisted with", "participated in", or "supported" are unacceptable except as introductory to a detailed description of the actual work performed. In addition, the resume for the Project Manager shall list previous contracts or tasks under which he/she had technical and management responsibility including contract number and customer point of contact.

All military experience claimed shall be described such that each tour is treated as a separate employer. Time frames/titles/ responsibilities shall be provided at the level of detail proscribed by above. Military experience not documented in this manner may not be considered.

Contractors shall avoid gaps in experience as time unaccounted for may lead to confusion and need for clarification.

The cut-off date for any experience claimed shall be the date the resume is certified (see paragraph (k) below).

(j) EDUCATION -- Show all post-secondary as follows:

Degree(s), Date(s); Major/Minor

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 17 of 19	FINAL
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(k) CERTIFICATION -- A certification of correctness of information signed and dated by both the person named and the contractor. The employee certification shall include the following statement: CERTIFICATION: "I certify that the education and experience described herein is complete and accurate in all respects. I consent to the disclosure of my resume for NSW CDD Solicitation/Contract N00178-04-D-3093 by Bowhead Information Technology Services and intend to make myself available to work under the contract to the extent proposed."

Employee Signature and Date Contractor Signature and Date

Resumes without this certification will be unacceptable and will not be considered. The employee and contractor certifications shall not be dated earlier than the issue date of this solicitation or effective date of contract, as appropriate.

If the employee is not a current employee of the contractor (or a subcontractor), a copy of the accepted offer letter (which identifies a projected start date and the agreed to annual salary) shall be provided.

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 18 of 19	FINAL
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## **SECTION I CONTRACT CLAUSES**

APPLICABLE CONTRACT CLAUSES ARE IN SECTION I OF THE BASIC CONTRACT

CONTRACT NO. N00178-04-D-4147	DELIVERY ORDER NO. HR04	AMENDMENT/MODIFICATION NO. 14	PAGE 19 of 19	FINAL
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## SECTION J LIST OF ATTACHMENTS

Award Term Clause

Cost Estimate

Section L

Section M

DD254

Security Approval Memo

Statement Of Work

CDRLS