

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
22

3. EFFECTIVE DATE  
18-Jul-2017

4. REQUISITION/PURCHASE REQ. NO.  
1300396920

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

6. ISSUED BY CODE  
N00014

7. ADMINISTERED BY (If other than Item 6) CODE  
S2101A

Office of Naval Research  
875 N. Randolph St  
Arlington VA 22203-1995  
caitlin.o'neill@navy.mil 703-696-0802

DCMA Baltimore  
217 EAST REDWOOD STREET, SUITE 1800  
BALTIMORE MD 21202-3375

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  
AVIAN, L.L.C  
22099 Three Notch Rd, Suite 113  
Lexington Park MD 20653

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-08-D-5356-EE01

10B. DATED (SEE ITEM 13)

01-May-2013

CAGE CODE 345J8

FACILITY CODE

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

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

- (\*)  A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- [X] D. OTHER (Specify type of modification and authority)  
FAR 43.103(b) Unilateral Modification; 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)

Tracie L Simmons, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Tracie L Simmons

(Signature of Contracting Officer)

18-Jul-2017

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA  
FAR (48 CFR) 53.243

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 2 of 2	FINAL
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**GENERAL INFORMATION**

The purpose of this modification is to

- 1) Add an increment of funding in the amount of [REDACTED] to CLIN 7400,
- 2) Add an increment of funding in the amount of [REDACTED] to CLIN 9400,
- 3) Revise Section G, paragraph 1.3 entitled "Allotment of Funds" to reflect funding added.

Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED] [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
740005	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
740006	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]
940002	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED] [REDACTED].

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 1 of 37	FINAL
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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	R408	Base for Period I (12 months) - ONR Code 34 Support Services; PSC: R408 (RDT&E)	26680.0	LH			
400001	R408	Funding for CLIN 4000 (RDT&E)					
400002	R408	Funding for CLIN 4000 (RDT&E)					
400003	R408	Funding for CLIN 4000 (RDT&E)					
400004	R408	Funding for CLIN 4000 (RDT&E)					
400005	R408	Funding for CLIN 4000 (RDT&E)					
400006	R408	Funding for CLIN 4000 (RDT&E)					
400007	R408	Funding for CLIN 4000 (RDT&E)					
400008	R408	Funding for CLIN 4000 (RDT&E)					
400009	R408	Funding for CLIN 4000 (RDT&E)					
400010	R408	Funding for CLIN 4000 (RDT&E)					
400011	R408	Funding for CLIN 4000 (RDT&E)					
400012	R408	Funding for CLIN 4000 (RDT&E)					
400013	R408	Funding for CLIN 4000 (RDT&E)					
400014	R408	Funding for CLIN 4000 (RDT&E)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
6000	R408	Base for Period I (12 months) - Other Direct Costs Not-to-Exceed CLIN associated with ONR Code 34 Support Services; PSC: R408 (RDT&E)					
600001	R408	Funding for CLIN 6000 (RDT&E)					
600002	R408	Funding for CLIN 6000 (RDT&E)					
600003	R408	Funding for CLIN 6000 (RDT&E)					
600004	R408	Funding for CLIN 6000 (RDT&E)					

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 2 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	R408	Option for Period II (12 months) (EXERCISED) - ONR Code 34 Support Services; PSC: R408 (RDT&E)	26680.0	LH			
710001	R408	Funding for CLIN 7100 (RDT&E)					
710002	R408	Funding for CLIN 7100 (RDT&E)					
710003	R408	Funding for CLIN 7100 (RDT&E)					
710004	R408	Funding for CLIN 7100 (RDT&E)					
710005	R408	Funding for CLIN 7100 (RDT&E)					
710006	R408	Funding for CLIN 7100 (RDT&E)					
710007	R408	Funding for CLIN 7100 (RDT&E)					
7200	R408	Option for Period III (12 months) - ONR Code 34 Support Services; PSC: R408 (RDT&E)	26680.0	LH			
720001	R408	ACRN: AV [REDACTED] (O&MN,N)					
720002	R408	ACRN: AW [REDACTED] (O&MN,N)					
720003	R408	ACRN: AY [REDACTED] (RDT&E)					
720004	R408	ACRN: AZ [REDACTED] (RDT&E)					
720005	R408	ACRN: BA [REDACTED] (O&MN,N)					
720006	R408	ACRN: BB [REDACTED] (RDT&E)					
720007	R408	ACRN: BC [REDACTED] (RDT&E)					
720008	R408	ACRN: BA [REDACTED] (O&MN,N)					
720009	R408	ACRN: BD [REDACTED] (RDT&E)					
720010	R408	ACRN: BD [REDACTED] (RDT&E)					
7300	R408	Option for Period IV (12 months) - ONR Code 34 Support Services; PSC: R408 (RDT&E)	28520.0	LH			
730001	R408	ACRN BD: [REDACTED] (1300396920) (RDT&E)					
730002	R408	ACRN BE: [REDACTED] (1300396920) (RDT&E)					
730003	R408	ACRN BF: [REDACTED] (1300396920) (RDT&E)					
730004	R408	ACRN BG: [REDACTED] (1300396920) (RDT&E)					
730005	R408	ACRN BB: [REDACTED] (1300396920) (RDT&E)					
730006	R408	ACRN BD: [REDACTED] (1300396920) (RDT&E)					

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 3 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
730007	R408	ACRN BG: [REDACTED] (1300396920) (RDT&E)					
730008	R408	ACRN BH: [REDACTED] (1300396920) (O&MN,N)					
730009	R408	ACRN: BJ [REDACTED] (1300396920) (RDT&E)					
730010	R408	ACRN: BK [REDACTED] (1300396920) (RDT&E)					
7400	R408	Option for Period V (12 months) - ONR Code 34 Support Services; PSC: R408 (RDT&E)	28520.0	LH	[REDACTED]	[REDACTED]	
740001	R408	ACRN:BL [REDACTED] (1300396920) (RDT&E)					
740002	R408	ACRN:BM [REDACTED] (1300396920) (RDT&E)					
740003	R408	ACRN:BN [REDACTED] (1300396920) (RDT&E)					
740004	R408	ACRN:BK [REDACTED] (1300396920) (RDT&E)					
740005	R408	ACRN: BJ [REDACTED] (1300396920) (RDT&E)					
740006	R408	ACRN: BP [REDACTED] (1300396920) (O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9100	R408	Option for Period II (12 months) (EXERCISED) - Other Direct Costs Not-to-Exceed CLIN associated with ONR Code 34 Support Services; PSC: R408 (RDT&E)	1.0	LO	[REDACTED]
910001	R408	Funding for CLIN 9100 (RDT&E)			
910002	R408	Funding for CLIN 9100 (RDT&E)			
910003	R408	Funding for CLIN 9100 (RDT&E)			
910004	R408	Funding for CLIN 9100 (RDT&E)			
9200	R408	Option for Period III (12 months) - Other Direct Costs Not-to- Exceed CLIN associated with ONR Code 34 Support Services; PSC: R408 (RDT&E)	1.0	LO	[REDACTED]
920001	R408	Funding for CLIN 9200 (O&MN,N)			
920002	R408	Funding for CLIN 9200 (RDT&E)			
920003	R408	Funding for CLIN 9200 (O&MN,N)			
920004	R408	Funding for CLIN 9200 (O&MN,N)			

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 4 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
920005	R408	Funding for CLIN 9200 (RDT&E)			
9300	R408	Option for Period IV (12 months) - Other Direct Costs Not-to-Exceed CLIN associated with ONR Code 34 Support Services; PSC: R408 (RDT&E)	1.0	LO	██████████
930001	R408	ACRN BB: ██████████ (1300396920) (RDT&E)			
930002	R408	ACRN BH: ██████████ (1300396920) (O&MN,N)			
9400	R408	Option for Period V (12 months) - Other Direct Costs Not-to-Exceed CLIN associated with ONR Code 34 Support Services; PSC: R408 (RDT&E)	1.0	LO	██████████
940001	R408	ACRN: BK ██████████ (1300396920) (RDT&E)			
940002	R408	ACRN: BP ██████████ (1300396920) (O&MN,N)			

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 5 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **1.0 Background**

Code 34, the Warfighter Performance Science and Technology Department, is comprised of three divisions: Human & Bio-Engineered Systems, Warfighter Protection & Applications, and Research Protections. Code 34 plans, supports and manages investments in basic and applied research and advanced technology development in the general areas of biomedical and human systems that lead to applications for the Department of Navy, Department of Defense, and U.S. Industry. The research portfolio includes support for active exploration programs that are at the leading edges of medical science, human performance, biotechnology, training and human factors, neural information processing and biorobotics. Code 34 also manages and invests in two major Future Naval Capability (FNC) programs: the Force Health Protection Future Capability (FHPFC) Program and the Capable Manpower Future Capability (CMFC) Program. Additionally, the Research Protections Division supports the Department of the Navy (DoN) Human Research Protection Program (HRPP) by providing oversight and monitoring for all non-medical research involving human subjects at DoN supported institutions. These include the systems commands, training commands, operational forces, and extramural research institutions. For more information visit: [http://www.onr.navy.mil/sci\\_tech/34/](http://www.onr.navy.mil/sci_tech/34/).

### **2.0 Statement of Work**

The contractor shall provide program management, administrative, and financial management to ONR Code 34's three divisions.

#### **2.1 Objective**

The contracted work is to assist ONR Code 34 personnel in the overall management, administration, and fiscal support of its S&T programs and with its responsibilities for oversight and monitoring of human research protections in DoN supported research.

#### **2.2 Scope**

Provide Code 34 with program management, administrative, and financial management support.

**2.2.1** Individual anticipated tasks are outlined in section 2.3.1 and 2.3.2. Generally, the work to be performed will cover a broad range of support activities which include, but are not limited to, assisting in the following: program/project planning, program staff and travel coordination; program/project financial reviews; market research data analyses; conference and seminar activities; program-specific financial issues, and oversight of regulatory compliance in DoN supported human subject research. The work also includes assistance and support with preparing and drafting analyses, presentations, and reports relative to project and program management goals, objectives and results.

#### **2.3 Technical Tasks/Requirements**

Code 34 requires programmatic, administrative, and financial support in the execution of its basic and applied S&T programs as well as the Future Naval Capability Programs. Tasks to be performed include:

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 6 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

### 2.3.1 Programmatic/Business/Financial

Assist Code 34 in the overall management of Code 34 sponsored programs. Includes assisting in program planning, program financial reviews, data analyses, and conference and seminar planning and management. Also includes preparing and drafting analyses, presentations, and reports relative to project and program management goals, objectives and results.

- Provide administrative services to support the evaluation of proposals.
- Review program status reports and assess progress.
- Develop documentation necessary to support the acquisition, funding, monitoring and close-out of contracts and grants.
- Schedule and attend program preliminary and critical design reviews, program technical and financial reviews, and key demonstrations or tests.
- Prepare draft analysis reports, presentations, testimonies, speeches, and other reports relative to program goals, objectives and results.
- Assist in developing capability and technology road maps.
- Provide support in the development of programmatic plans/strategies/analyses, work statements and program metrics.
- Provide feedback regarding ONR policy-oriented issues that affect the performance of technical programs.
- Draft responses to internal and external communications on programmatic and financial matters.
- Obtain information and assist program managers in briefing preparations.
- Assist in the development of marketing materials such as posters, briefings, webpage content, etc., to include graphics and production of materials.
- Identify and review emerging requirements and opportunities for transition in areas related to Code 34's objectives for selected technology programs .
- Participate, host and/or support Code 34 in program and financial reviews, Governmental and Industry events, and sponsored or non-sponsored key demonstrations or tests, as requested by Code 34.
- Facilitate dialogue and interface with key decision makers and/or their staff (e.g. Congress, OPNAV, and Joint Staffs, Warfare Centers, System Commands, Program Executive Offices) and various technical subject matter experts.
- Collect, analyze, report, and archive regulations, policy, guidance, legislations, laws, and Congressional language related to supported programs and systems.
- Generate web page content in support of Code 34 programs and technical meetings. Identify and utilize the latest information technology resources and capabilities to facilitate information retrieval and dissemination.



CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 7 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

- Develop program/project management tools that help define, observe, and assess actions that implement human research regulatory compliance.
- Provide editorial writing and analysis reports for drafting of DoN HRPP documentation and correspondence.
- Assist in, as appropriate, preliminary review of allegations of non-compliance and research misconduct; assist in identification of areas of concern, corrective action(s) and development of reports and recommendations.
- In conjunction with DoN personnel, assist in evaluation of human research protection programs at laboratories, training commands, operational commands, systems commands, and extramural performers through periodic on site assist visits and site inspections.
- Assist in headquarters-level post-approval review of human research protocols as required by Department of Defense (DoD) Directives and as part of a continuing quality improvement program.
- Assist in developing DoN Assurance/Addendum to Federalwide Assurance (FWA) packages for submission to the Navy Surgeon General.
- Assist in development of forms, data, and other human research regulatory compliance items in a centralized, relational database suitable for standard and ad-hoc reporting and analysis.
- Provide services to assist Code 34 in planning, executing, and evaluating investment strategies and organizational resource allocations.
- Monitor the availability and use of program funds. Review financial documents and plans for impact on program objectives and requirements.
- Prepare internal financial reports.
- Conduct analyses and provide reports that identify, quantify, and evaluate financial execution of accounts and accomplishments of program goals and milestones.
- Coordinate preparation and review of actual and projected funding estimates, justifications, and milestones.
- Work with program managers to expedite financial execution and ensure programmatic benchmarks are met.
- Assist in the preparation of funding documents.
- Financial Management of Special Act Awards, Performance Awards and Department training budgets.

### **2.3.2 Administrative**

Performing a variety of clerical and administrative duties for the department, including:

- Maintenance of recruitment records.
- Prepare requests for personnel actions.
- Maintain Personnel Records on Civilian and Contractor Personnel.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 8 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

- Check-In/Check-Out Military, Civilian and Contractor personnel.
- Prepare travel orders and travel vouchers using the Defense Travel System (DTS), visit requests, VISAs and passport documents.
- Track travel funds.
- Assist in the distribution and filing of procurement requests.
- Provide phone coverage.
- Assist division staff with email replies and attachments.
- Assist with other routine office tasks as assigned.

## **2.4. Reports, Data, and Other Deliverables**

The contractor is required to prepare and provide the following, preferably by electronic submission in Word, PowerPoint or .pdf, either by email or disk.

### **2.4.1 Monthly Progress and Management Report(s)**

The Contractor shall provide monthly progress and status reports. The report is due by the 15<sup>th</sup> of every month and shall include the hours charged against the contract per individual on the contract along with a discussion of specific work items accomplished during the prior month and a forecast of work products for the coming month. Contractor format is acceptable.

### **2.4.2 Annual Summary Report(s)**

The contractor shall prepare an annual summary report, due 30 days after the end of the calendar year. This report should document cumulative work performed during the reporting period. Contractor format is acceptable.

### **2.4.3 Technical Reports**

For major efforts undertaken within Section C, paragraphs 2.2 and 2.3, as requested by Code 34, the contractor shall provide paper and electronic copies of reports, briefings, and analyses conducted for Code 34 during the term of this contract.

### **2.4.4 Other Reports as Required**

The contractor shall provide written reports, presentations, and support documents related to the technical analysis and work effort on behalf of the subject projects as required.

### **2.4.5 Quality Control Plan**

The Contractor shall provide the COR with a contract quality control plan at the two (2) month interval of contract performance.

## **2.5 Other Information**

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 9 of 37	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Not all positions listed in Section G, Paragraph 9 may need to be filled at time of award. The Government shall provide additional information at time of award detailing which positions will be needed at contract start date.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 10 of 37	FINAL
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## **SECTION D PACKAGING AND MARKING**

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

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 11 of 37	FINAL
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## **SECTION E INSPECTION AND ACCEPTANCE**

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

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 12 of 37	FINAL
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## SECTION F DELIVERABLES OR PERFORMANCE

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

4000	5/1/2013 - 4/30/2014
6000	5/1/2013 - 4/30/2014
7100	5/1/2014 - 4/30/2015
7200	5/1/2015 - 4/30/2016
7300	5/1/2016 - 4/30/2017
7400	5/1/2017 - 4/30/2018
9100	5/1/2014 - 4/30/2015
9200	5/1/2015 - 4/30/2016
9300	5/1/2016 - 4/30/2017
9400	5/1/2017 - 4/30/2018

1. The support services performed under the Base for Period I (CLINs 4000 and 6000) shall be conducted from 1 May 2013 through 30 April 2014.
2. The support services performed under the Option for Period 2 (CLINs 7100 and 9100) shall be conducted from 1 May 2014 through 30 April 2015.
3. The support services performed under the Option for Period 3 (CLINs 7200 and 9200) shall be conducted from 1 May 2015 through 30 April 2016.
4. The support services performed under the Option for Period 4 (CLINs 7300 and 9300) shall be conducted from 1 May 2016 through 30 April 2017.
5. The support services performed under the Option for Period 5 (CLINs 7400 and 9400) shall be conducted from 1 May 2017 through 30 April 2018.
6. 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.

### 7. Place of Performance

Work will be performed at the Office of Naval Research as noted in the Level of Effort in Section G, paragraph 7.0. 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. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 13 of 37	FINAL
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## 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.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

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

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

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

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

#### Cost Voucher

*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

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 14 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	<u>HQ0338</u>
Issue By DoDAAC	<u>N00014</u>
Admin DoDAAC	<u>S2101A</u>
Inspect By DoDAAC	_____
Ship To Code	<u>N/A</u>
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	<u>S2101A</u>
Service Acceptor (DoDAAC)	<u>N/A</u>
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	<u>HAA819</u>
Other DoDAAC(s)	_____

(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.

[sevgi.bullock@navy.mil](mailto:sevgi.bullock@navy.mil)

(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: [ONR21@onr.navy.mil](mailto:ONR21@onr.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



CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 15 of 37	FINAL
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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, shall 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 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 [REDACTED], whichever is less. The ACO shall release the withhold in accordance with the provisions of FAR 52.216-8.

### **1.3 Allotment of Funds**

(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 4000 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 4000 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 30 APR 2014.

(c) CLIN 6000 will not exceed a total amount of [REDACTED] (no fixed fee). The total amount presently available for payment and allotted to CLIN 6000 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from date of award through 30 APR 2014.

d) CLIN 7100 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 7100 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 1 May 2014 through 15 March 2015.

e) CLIN 9100 will not exceed a total amount of [REDACTED] (no fixed fee). The total amount presently available for payment and allotted to CLIN 9100 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 1 May 2014 through 15 OCTOBER 2014.

f) CLIN 7200 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 7200 of this task order is [REDACTED], including a total estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period of performance from 1 May 2015 through 30 April 2016.

g) CLIN 9200 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 9200 of this task order is [REDACTED], including a total estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period of performance from 1 May 2015 through 15 March 2015.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 16 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

h) CLIN 7300 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 7300 of this task order is [REDACTED], including a total estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period of performance from 1 May 2016 through 15 April 2017.

i) CLIN 9300 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 9300 of this task order is [REDACTED], including a total estimated cost of [REDACTED] (No Fixed Fee). It is estimated that the amount allotted of [REDACTED] will cover the period of performance from 1 May 2016 through 30 November 2016.

**j) CLIN 7400 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 7400 of this task order is [REDACTED], including a total estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period of performance from 1 May 2017 through 1 November 2017.**

**k) CLIN 9400 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 9400 of this task order is [REDACTED], including a total estimated cost of [REDACTED] (No Fixed Fee). It is estimated that the amount allotted of [REDACTED] will cover the period of performance from 1 May 2017 through 1 November 2017.**

## 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
252.204-0006 Line Item Specific: Proration (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 in the same proportion as the amount of funding currently unliquidated for each ACRN.

## 3.0 ORDER DETAILS

### 3.1 Other Direct Costs (ODCs)

ODCs (including supplies, travel, NMCI Seats, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). Any travel with an airfare cost exceeding \$2,500 must be approved in advance by the Procuring Contracting Officer. The purchase of any computer or magnetic media (i.e. hard drives, flash drives) must be approved by the COR prior to purchase. Per Navy Telecommunication Directive 03-11, ANY such device connected to the Navy Marine Corps Intranet Network shall be turned over to Government for disposal at the end of contract performance. To prevent forfeit of ownership, the contractor should NOT connect any privately-owned device to a Government network.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 17 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Forfeit of ownership per Navy Telecommunication Directive 03-11 shall not, however, grant the Government any rights, title, or interest in any intellectual property embodied within a forfeited device. Nor shall a forfeit of ownership alter any responsibility that the Government may have to prevent unauthorized use, release, or disclosure of proprietary information that may be embodied within a forfeited device.

At this time, the specific ODC items cannot be identified; however the ODC and Travel cost total cannot exceed the Not-to-Exceed (NTE) amount of [REDACTED] per 12-month period of performance. The NTE amount should be proposed and included as part of the cost total (inclusive of G&A, but without profit or fee) in every proposal submitted under this solicitation.

### 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.

### 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.

### 3.2 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 availability of any required computer resources while working on Government facilities should be verified in advance with 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

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 18 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmcieds.com/index.asp>.

### 3.3 Security Requirements

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required only for those labor categories specified in Section G, paragraph 9.1. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) 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.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA). The NDA is included as Attachment 1 to this contract.

### 3.4 Organizational Conflict of Interest (OCI)

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

#### 3.4.2 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.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 19 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

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.

### 3.4.3 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 – Ms. Tracie Simmons, ONR 254, (703) 696-7827, DSN 588-7827, E-Mail Address: [tracie.simmons@navy.mil](mailto:tracie.simmons@navy.mil)

Inspection and Acceptance – Contracting Officer's Representative (COR), Ms. Sevgi Bullock, ONR 34, (703) 696-4046, DSN 426-4046, E-mail Address: [sevqi.bullock@navy.mil](mailto:sevqi.bullock@navy.mil)

Security Matters – Ms. Torri Powell, ONR 43, (703) 696-8177, DSN 426-8177, E-Mail Address: [torri.powell@navy.mil](mailto:torri.powell@navy.mil)

Task Order Ombudsman (as per FAR 16.505(b)(5)) – CAPT Ronald Kocher, ONR 02, (703) 588-2362, Email Address: [Ronald.kocher@navy.mil](mailto:Ronald.kocher@navy.mil)

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

The COR for this contract is: Ms. Sevgi Bullock  
Code: 34

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

The Alternate COR for this contract is: N/A  
Code: N/A  
Mailing Address: N/A

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

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 20 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

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 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 Level of Effort ONR 5252.216-9706 (DEC 88)

- 1) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in this contract. The yearly level of effort for the performance of this contract shall be 26,680 total 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. This corresponds to a level of effort for the initial period of the contract of 26,680 hours. A breakdown of labor categories and hours is set forth in Paragraph 11 below.
- 2) The level of effort for this contract shall be expended at an average rate of 2,223.3 hours per month. It is understood and agreed that these rates per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total hours of effort prior to the expiration of the term of the contract.
- 3) The Contractor is required to notify the Contracting Officer when any of the following situations occur or are anticipated to occur: If during any three consecutive months the monthly average is exceeded by 25% or, if at any time it is forecast that during the last three months of the contract less than 50% of the monthly average will be used during any given month; or, when 85% of the total level of effort has been expended.
- 4) If, during the term of the contract, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total hours of effort specified 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 fixed fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fixed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the 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.
- 5) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total hours of effort specified in paragraph 1 above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.
- 6) If the total level of effort specified in paragraph 1 above is not provided by the Contractor

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 21 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

during the period of this contract, the Contracting Officer shall either (i) reduce the fixed fee of this contract as follows:

Fee Reduction =

Fixed Fee x  $\frac{\text{Required LOE Hours} - \text{Expended LOE Hours}}{\text{Required LOE Hours}}$

Required LOE Hours

or (ii) subject to the provisions of the clause of this contract entitled "Limitation of Cost", require the Contractor to continue to perform the work until the total number of hours of direct labor specified in paragraph 1 shall have been expended, at no increase in the fixed fee of this contract.

7) In the event the government fails to fully fund the contract in a timely manner, the term of the contract will be extended accordingly with no change to cost or fee. If the government fails to fully fund the contract, the fee will be adjusted in direct proportion to that effort which was performed.

8) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish hours up to five percent in excess of the total hours specified in paragraph 1 above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fixed fee is required, and no adjustment in the fixed fee shall be made provided that the contractor has delivered at least 95% of the level of effort required in paragraph 1 above.

9) It is understood that the mix of labor categories provided by the Contractor under the contract, as well as the distribution of effort among those categories, may vary considerably from the initial mix and distribution of effort that was estimated by the government or proposed by the Contractor.

10) Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Costs" or "Limitation of Funds", either of which clauses as incorporated herein applies to this contract.

11) A breakdown of the total level of effort is as follows:

The period of performance shall be as follows: a 12-month base period and four 12-month option periods have been estimated for the proposed contract.

Base Period: The level of effort anticipated for this period is approximately 14.5 man-years at an average rate of approximately 2,223.3 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
	<b>Base</b>
Program Manager (1 FTE)	1840
Journeyman Program Specialist (2 FTEs)	3680
Transition Specialist (1 FTE)	1840
Journeyman Program Analyst (2.5 FTEs)	4600
Program Specialist (4 FTEs)	7360
Senior Editor/Writer (1 FTE)	1840
Journeyman Compliance Specialist (1 FTE)	1840
Compliance Specialist (1 FTE)	1840
Administrative Officer (1 FTE)	<u>1840</u>

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 22 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

	26,680
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NOTE: 1840 hours is equivalent to one (1) man-year

Option Periods: The period of performance for each option will be from the date of option exercised through twelve (12) months thereafter. The level of effort anticipated for these periods is approximately 14.5 man-years at an average of approximately 2,223.3 hours per month. A summary of the labor categories and the total anticipated annual hours for each option period is the same as that provided for the base period above.

Labor Category	Hours Per Year
	Options
Program Manager (1 FTE)	1840
Journeyman Program Specialist (2 FTEs)	3680
Transition Specialist (1 FTEs) (Option for Period II & III)	1840
Transition Specialist (1.5 FTEs) (Option for Period IV & V)	2760
Journeyman Program Analyst (2.5 FTEs)	4600
Program Specialist (4 FTEs)	7360
Senior Editor/Writer (1 FTE)	1840
Journeyman Compliance Specialist (1 FTE)	1840
Compliance Specialist (1 FTE) (Option for Period II & III)	1840
Compliance Specialist (2 FTEs) (Option for Period IV & V)	3680
Administrative Officer (1 FTE) (Option for Period II & III)	1840
Administrative Officer (.5 FTE) (Option for Period IV & V)	920
<b>Total for Option Period II &amp; III</b>	<b>26,680</b>
<b>Total for Option Period IV &amp; V</b>	<b>28,520</b>

NOTE: 1840 hours is equivalent to one (1) man-year

The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

#### 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:

$$IEC = (ILOE/LOE) \times EC$$

$$IFF = (ILOE/LOE) \times FF$$



CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 23 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

IEC = The increase in the estimated cost.

ILOE = The increase in the level of effort.

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 should any of the substitute/replacement personnel be considered unqualified. All personnel must also be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel, PowerPoint and Adobe Acrobat. In addition, the following skill sets are anticipated to support the tasks:

9.1.1 Program Manager (1 FTE): Minimum of a Bachelor's Degree from an accredited college or university and ten years of experience working on or managing programs for DoD or DoN (with preference given to DoN programs) including at least five in science and technology or research, development, test and evaluation programs. The candidate should have experience in providing programmatic support to senior DoD or DoN leadership managing S&T programs. The candidate should be experienced in business process and IT desktop support. The candidate should have experience in providing technical direction to support staff and interfacing with Government and Contractor Personnel to manage workloads. Previous experience with ONR's Naval Research Information Systems (NAVRIS), Navy Enterprise Resource Planning (NERP), Hopper, Navy Marine Corps Intranet (NMCI), and Small Business Innovation Research (SBIR) program is desired, but is not required.

9.1.2 Journeyman Program Specialist (2 FTEs): Minimum of a Bachelors Degree, Masters preferred, from an accredited college or university and five years of experience in providing programmatic support to Federal Government, preferably DoD and particularly DoN, programs in science and technology or research, development, test and evaluation programs. The candidate shall demonstrate an understanding of the Science and Technology (S&T) technical development process from basic research to technology transition to the Fleet/Force, including how to get these things accomplished at ONR. The candidate shall demonstrate the ability to track program funding and expenditures, analyze and evaluate program plans to identify possible improvements, develop PowerPoint presentations for technical programs, and coordinate program efforts among Government Program Managers/Officers, Contracting Officers, and the contracted technical task performers. The candidate shall demonstrate the ability to provide feedback concerning ONR policy-oriented issues. It is preferred, but is not required, that the candidate demonstrate a working knowledge of ONR S&T portfolio investments and congressional programs. Previous experience with ONR's Naval Research Information Systems (NAVRIS), Navy Enterprise Resource Planning (NERP), Hopper, and Navy Marine Corps Intranet (NMCI) is desired, but is not required. Candidates are also required to have a Secret Clearance.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 24 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

9.1.3 Transition Specialist (1 FTE for Base and Option for Year II & III, 1.5 FTE for Option Year IV & V): Minimum of a Bachelor's degree from an accredited college or university and 10 years experience in the Navy medical community across multiple platforms. Demonstrated experience building communication channels across Navy and Marine Corps operational platforms involving enlisted personnel, junior and senior officers, and civilians. The candidate shall demonstrate the ability to develop program plans, strategies and budgets, track program funding and expenditures, analyze and evaluate program plans to identify improvements, and coordinate program efforts among Government Program Managers, Contracting Officers, and the contracted technical task performers. Must be able to develop, execute, and monitor project plans, and assemble and organize information associated with product development and transition of applied research to prototyping, field testing, and acquisition. Demonstrated experience and flexibility in supporting long-term projects and short-term tasks. Candidate is required to have a Secret Clearance.

9.1.4 Journeyman Program Analyst (2.5 FTEs): Minimum of a Bachelor's degree from an accredited college or university and 5 years of experience working budget and fiscal development of DoD programs, with a preference provided for research and development (R&D) or S&T programs, particularly within DoN. The candidate will be required to use the following systems in performing work under this order: Naval Research Information Systems (NAVRIS), Navy Enterprise Resource Planning (NERP), Contract/Grant Management Information System (CAMIS), and Standard Accounting and Reporting System (STARS) system. Candidates with experience with these systems are preferred, but not required. Candidates should have experience with monitoring execution of budgets, preparation of reports and conducting database searches. It is desired that the candidate have knowledge and experience with current ONR policies and procedures in preparation of Purchase/Change Request packages. Should also have experience in assisting DoD or DoN senior management and/or program managers/officers in preparation of program documentation include annual program reviews and fiscal plans.

9.1.5 Program Specialist (4 FTEs): Minimum of 1 year of professional experience in providing support to Federal Government or Executive Branch, preferably DoD and particularly DoN, programs in science and technology or research, development, test and evaluation. Candidates are required to have experience with direct support of program managers/officers, including the planning of technical reviews, program progress report preparation, fiscal execution reports, database searches and electronic report file organization. Candidates should have experience supporting contract and grant execution/administration. Understanding of ONR-specific reporting procedures and software applications including ONR's Naval Research Information Systems (NAVRIS), Navy Enterprise Resource Planning (NERP), Hopper, and Navy Marine Corps Intranet (NMCI) will be considered favorably, but is not required.

9.1.6 Administrative Officer (1 FTE for Base and Option for Year II & III, 0.5 FTE for Option Year IV & V): Minimum of 3 years experience in providing support to Federal Government, preferably DoD and particularly DoN in management and direction of all administrative functions. Candidate is required to have experience with staffing, training, employee benefits, performance awards, payroll, procurement and security. Candidate should be experienced in monitoring internal administrative policies and procedures for the purpose of streamlining functions. Serves as the in-house technical expert on administrative matters, including rules and regulations associated with personnel actions, training, awards, and staffing. Understanding of ONR-specific reporting procedures and software applications including ONR's Naval Research Information Systems (NAVRIS), Navy Enterprise Resource Planning (NERP), Hopper, and Navy Marine Corps Intranet (NMCI) will be considered favorably, but is not required.

9.1.7 Senior Editor/Writer (1 FTE): Minimum of a Bachelor's degree from an accredited college or university and at least five years experience in human research protection. At least ten years experience in writing and editing news articles and technical studies in areas such as Navy science

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 25 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

and technology (S&T) development, systems acquisition, human-systems integration, technology transition, and human-research protection policy news and trends. The candidate should have demonstrated experience with instruction, policy, and directive development; Flag/SES level briefings; and drafting/editing documentation and military correspondence. Familiarity with S&T programs managed by the Office of Naval Research is highly desirable.

9.1.8 Journeyman Compliance Specialist (1FTE): Minimum of a Bachelor's degree from an accredited college or university and at least five years work experience in human research protection. At least five years experience in managing federal or state contracts is desirable. The candidate should have demonstrated knowledge and experience with DoD/DoN guidelines and policies. Demonstrated experience in preparing assurance/addendum packages to ensure compliance with federal regulations, DoD/DoN policy and guidance is highly desirable. Experience working with senior leadership in the DoN HRPP is preferred.

9.1.9 Compliance Specialist (1 FTE Base and Option for Year II & III, 2 FTEs for Option for Year IV & V): Minimum of a Bachelor's degree from an accredited college or university and at least three years work experience in human research protection. Specific experience in both medical and non-medical research within DoD and DoN also is desirable. Experience with preparing headquarters level review reports and supporting site visits/inspections related to human research protection. Experience reviewing documentation for DoD/DoN Assurance application is highly desirable. Familiarity with DoN HREPP and ONR senior management in the area of human research protections is desired, but not required.

#### 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
- 3) Visit request has been submitted to ONR Security and approved by the appropriate ONR Code Administrative Officer (AO).

#### Accounting Data

SLINID	PR Number	Amount
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AA ACRN AA: 1731319.W2F2.251.RAG1G.0.050120.2D.000000.A00001713202		
600001	1300348324	[REDACTED]
LLA :		
AA ACRN AA: 1731319.W2F2.251.RAG1G.0.050120.2D.000000.A00001713202		
BASE Funding 257000.00		
Cumulative Funding [REDACTED]		
MOD 01 Funding 0.00		
Cumulative Funding [REDACTED]		
MOD 02		
400002	1300361360	[REDACTED]
LLA :		
AB ACRN AB: 1731319.W2F2.251.RAG1G.0.050120.2D.000000.A00001800120		
400003	1300361360	[REDACTED]
LLA :		

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 26 of 37	FINAL
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400006 1300361360 [REDACTED]  
LLA :  
AF ACRN AF: 1731319.W1AE.251.RA349.0.050120.2D.000000.A40001800120

400007 1300361360 [REDACTED]  
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AG ACRN AG: 1731319.W2DE.251.RA349.0.050120.2D.000000.A50001800120

400008 1300361360 [REDACTED]  
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MOD 03

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600002 1300380645 [REDACTED]  
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MOD 04

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MOD 04 Funding [REDACTED]  
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MOD 05

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CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 27 of 37	FINAL
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 AN 1741319.W2DE.251.00014.0.050120.2D.000000.A00002072761

MOD 05 Funding [REDACTED]  
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MOD 06

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MOD 07

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MOD 07 Funding 893516.00  
 Cumulative Funding 3198170.00

MOD 08

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MOD 08 Funding [REDACTED]  
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MOD 09

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CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 28 of 37	FINAL
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600002 1300380645 [REDACTED]  
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MOD 09 Funding [REDACTED]  
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MOD 10

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MOD 10 Funding [REDACTED]  
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MOD 11

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720002 1300396920 [REDACTED]  
 LLA :  
 AW 1751319 W3F3 251 00014 0 050120 2D 000000 A60002072761

920001 1300396920 [REDACTED]  
 LLA :  
 AV 1751804 18UW 252 37100 0 068688 2D CEE002 3710054P113Q

920002 1300396920 [REDACTED]  
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 AX 1751319 W2DE 251 00014 0 050120 2D A50002072761

920003 1300396920 [REDACTED]  
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MOD 11 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 12

720003 1300396920 [REDACTED]  
 LLA :

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 29 of 37	FINAL
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AY 1751319 B521 251 32398 0 068688 2D CU5003 3239851A1R3Q

MOD 12 Funding ██████████  
Cumulative Funding ██████████

MOD 13

720004 1300396920 ██████████  
LLA :  
AZ 1751804 18UW 252 37100 0 068688 2D CEE001 3710054P113Q

MOD 13 Funding ██████████  
Cumulative Funding ██████████

MOD 14

720005 1300396920 ██████████  
LLA :  
BA 1761804 18UW 253 37100 0 068688 2D CEE001 3710064P113Q N68688

720006 1300396920 ██████████  
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BB 1761319 W1HZ 251 00014 0 050120 2D 000000 A70002072761

720007 1300396920 ██████████  
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BC 1761319 W1AE 251 00014 0 050120 2D 000000 A80002072761

920004 1300396920 ██████████  
LLA :  
BA 1761804 18UW 253 37100 0 068688 2D CEE001 3710064P113Q N68688

920005 1300396920 ██████████  
LLA :  
BB 1761319 W1HZ 251 00014 0 050120 2D 000000 A70002072761

MOD 14 Funding ██████████  
Cumulative Funding ██████████

MOD 15

720008 1300396920 ██████████  
LLA :  
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720009 1300396920 ██████████  
LLA :  
BD 1761319 W2DE 251 00014 0 050120 2D 000000 A90002072761

MOD 15 Funding ██████████  
Cumulative Funding ██████████

MOD 16

720010 1300396920 ██████████  
LLA :  
BD 1761319 W2DE 251 00014 0 050120 2D 000000 A90002072761

MOD 16 Funding ██████████  
Cumulative Funding ██████████

MOD 17

730001 1300396920 ██████████  
LLA :  
BD 1761319 W2DE 251 00014 0 050120 2D 000000 A90002072761

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-08-D-5356	N00178-08-D-5356-EE01	22	30 of 37	

730002 1300396920 [REDACTED]  
 LLA :  
 BE 1761319 W3DR 251 00014 0 050120 2D 000000 B00002072761

730003 1300396920 [REDACTED]  
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 BF 1761319 W2F2 251 00014 0 050120 2D 000000 B10002072761

730004 1300396920 [REDACTED]  
 LLA :  
 BG 1761319 W3F3 251 00014 0 050120 2D 000000 B20002072761

930001 1300396920 [REDACTED]  
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MOD 17 Funding [REDACTED]  
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MOD 18

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730007 [REDACTED]  
 LLA :  
 BG 1761319 W3F3 251 00014 0 050120 2D 000000 B20002072761

730008 [REDACTED]  
 LLA :  
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 LLA :  
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MOD 18 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 19 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 20

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MOD 20 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 21

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 LLA :  
 BM 1771319 W2DE 251 00014 0 050120 2D 000000 B60002072761



CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 31 of 37	FINAL
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740003 1300396920 [REDACTED]  
LLA :  
BN 1771319 W3DR 251 00014 0 050120 2D 000000 B70002072761

740004 1300396920 [REDACTED]  
LLA :  
BK 1771319 W3F3 251 00014 0 050120 2D 000000 B40002072761

940001 1300396920 [REDACTED]  
LLA :  
BK 1771319 W3F3 251 00014 0 050120 2D 000000 B40002072761

MOD 21 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 22

740005 1300396920 [REDACTED]  
LLA :  
BJ 1771319 W2F2 251 00014 0 050120 2D 000000 B30002072761

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LLA :  
BP 1771804 18UW 251 37100 0 068688 2D CEE001 3710074P113Q

940002 1300396920 [REDACTED]  
LLA :  
BP 1771804 18UW 251 37100 0 068688 2D CEE001 3710074P113Q

MOD 22 Funding [REDACTED]  
Cumulative Funding [REDACTED]

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 32 of 37	FINAL
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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

This is a 100% Small Business Set aside and the prime Contractor's employees shall perform more than 50% of the cost for the contract performance incurred for personnel.

### **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 VETERANOWNED 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 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)**

"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

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 33 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."

#### **4.0 CONSENT TO SUBCONTRACT AND/OR HIRE CONSULTANTS**

The services of the following subcontractors and/or consultants have been identified as necessary for the performance of this contract:

Subcontractor: Booz Allen Hamilton

Estimated Cost: [REDACTED]

Subcontractor: Schafer Corporation

Estimated Cost: [REDACTED]

The preceding listing shall constitute the written consent of the Contracting Officer required by Paragraphs (c), (d) and (e) of the contract clause at FAR 52.244-2 entitled "Subcontracts". The Contracting Officer's written consent to subcontract is required for:

- (i) services acquired under a cost-reimbursement, time-and-materials, or labor-hour type subcontract or agreement;
- (ii) fixed price contracts that exceed the greater of [REDACTED] of the total estimated cost of the contract.

This consent is based upon the information submitted by the prime contractor in accordance with FAR 52.244-2 (f) (1) (I) through (vii).

#### **5.0 ON-SITE WORKING CONDITIONS, HOLIDAYS AND OTHER CLOSURES**

a) ONR Headquarters is a smoking restricted workplace. Due to the nature of the work, facilities, and requirements, contractor staff may only smoke outside in designated smoking areas during lunch and designated breaks.

b) ONR conforms to public holidays for federal employees. Contractor support will not be required on public holidays or other days designated as holidays, except to the extent that travel for operational requirements are scheduled. Government personnel observe the following days as holidays and the Government facilities will be closed and unavailable to contractor personnel on these days:

New Year's Day January 1st\*

Martin Luther King's Birthday Third Monday in January

President's Day Third Monday in February

Memorial Day Last Monday in May

Independence Day July 4th\*

Labor Day First Monday in September

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 34 of 37	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Columbus Day Second Monday in October

Veterans Day November 11th\*

Thanksgiving Day Fourth Thursday in November

Christmas Day December 25th\*

\*If the holiday falls on a Saturday, the Government holiday will be observed the preceding Friday. If the Government holiday falls on a Sunday, the observance will be on the following Monday.

c) In addition to the days designated as holidays, the Government observes the following days:

- . Any other day designated by Federal Statute
- . Any other day designated by Executive Order
- . Presidential Inauguration Day
- . Any other day designated by the President's Proclamation

d) In the event the Government is closed for any other purpose (e.g., inclement weather, furlough), contractor support personnel may be authorized to work, provided permission is granted by the COR.

e) It is understood and agreed between the Government and the Contractor that in the event contractor personnel wish to attend ONR organizational events, such as annual picnic, holiday party, etc., they must coordinate their work schedules with the COR and must obtain approval from their company's supervisor prior to the event. The Government is not responsible for reimbursing any expenses to the contractor for contractor personnel attending any ONR organizational event.

f) It is understood and agreed between the Government and the Contractor that in the event Government personnel are granted 59 minutes, Contractor personnel shall not be included in the Government's granting of 59 minutes.

g) In the event Contractor support personnel will be absent from the office for other reasons (e.g. sickness, training, vacation, etc.), these absences must be coordinated with the COR and their company's supervisor prior to their occurrence to the maximum extent practicable.

## **6.0 HOURS OF OPERATION**

a) The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS. The stability and continuity of the workforce are essential.

b) Support must be provided during ONR's core business hours, which begin between the hours of 6:00 and 10:00 am and end between 3:00 and 6:30 pm.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 35 of 37	FINAL
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c) Consistent with ONR's core business hours, the Contractor shall provide effort described in paragraph G-8 eight hours per day, forty hours per week, Monday through Friday. With COR approval, the Contractor may adjust individual employee schedules such that during a two-week period of eighty hours, an employee may work eight, nine-hour days; one, eight-hour day; and have one day off. The day off must be either a Monday or Friday.

## **7.0 TELEWORK**

a) Telework may be approved by the COR or ACOR if it is determined the work to be performed can be accomplished offsite. In the case of a Government shutdown/furlough approval by the PCO would also be required in addition to the COR or ACOR. Teleworking must be at no additional cost to the government and not detrimental to contract performance.

b) During approved telework periods, contractors are authorized to use appropriate government furnished equipment to accomplish specific tasks outlined in work plan.

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 36 of 37	FINAL
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## SECTION I CONTRACT CLAUSES

X	FAR 52.203-16	Preventing Personal Conflicts of Interest (DEC 2011)
X	FAR 52.204-2	Security Requirements (AUG 1996)
X	FAR 52.217-9	Option to Extend the Term of the Contract (MAR 2000) (In first blank of paragraph (a) insert "any time during period of performance," in second blank of paragraph (a) insert "30 days," and in paragraph (c), insert "5 years.")
X	FAR 52.223-5	Pollution Prevention and Right-to-Know Information (AUG 2003)
X	FAR 52.223-6	Drug-Free Workplace (MAY 2001)
X	FAR 52.227-10	Filing of Patent Applications –Classified Subject Matter (DEC 2007)
X	DFARS 252.204-7000	Disclosure of Information (DEC 1991)
X	DFARS 252.204-7005	Oral Attestation of Security Responsibilities (NOV 2001) (
X	DFARS 252.215-7002	Cost Estimating System requirements (DEC 2006)
X	DFARS 252.223-7004	Drug-Free Work Force (SEP88)

CONTRACT NO. N00178-08-D-5356	DELIVERY ORDER NO. N00178-08-D-5356-EE01	AMENDMENT/MODIFICATION NO. 22	PAGE 37 of 37	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1: NonDisclosure\_Agreement

Attachment 2: Quality Assurance Surveillance Plan

Attachment 3: Department of Defense Contract Security Classification Specification (DD254)