

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 05	3. EFFECTIVE DATE 23-Feb-2016	4. REQUISITION/PURCHASE REQ. NO. 1300463209	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY Office of Naval Research 875 N. Randolph St Arlington VA 22203-1995 megan.gavarkavich@navy.mil 703-696-4559	CODE N00014	7. ADMINISTERED BY (If other than Item 6) DCMA HAMPTON 2000 Enterprise Parkway, Suite 200 Hampton VA 23666	CODE S5111A	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) American Technology Solutions International (ATSI) 49 BETHANY WAY Fredericksburg VA 22406		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
[X]		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-11-D-6432-EE02
		10B. DATED (SEE ITEM 13) 05-Dec-2014
CAGE CODE 68PP0	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 [ X ] 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 BY /s/Tracie L Simmons (Signature of Contracting Officer)	16C. DATE SIGNED 23-Feb-2016
(Signature of person authorized to sign)			

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is as follows:

1. Provide an increment of funding in the amount of [REDACTED] to CLIN 7100.
2. Change the Contract Negotiator from Jessie Rehwoldt to Megan Gavarkavich.
3. Change the Security Matters Personnel from Diana Pacheco to Torri Powell.
4. Change the Task Order Ombudsman from Melanie Alston to Capt. Ronald Kocher.

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] by [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
710002	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]

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

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

CLIN/SLIN	From	To
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Services (Codes 32) (RDT&E)					
		Option					
7103	R408	Option I Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E)	■	■	■	■	■
		Option					
7104	R408	Option I Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E)	■	■	■	■	■
		Option					
7105	R408	Option I Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E)	■	■	■	■	■
		Option					
7200	R408	Option II Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E)	■	■	■	■	■
		Option					
7201	R408	Option II Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E)	■	■	■	■	■
		Option					
7202	R408	Option II Period Administrative, Business, and Financial Support Services (Codes 32) (RDT&E)	■	■	■	■	■
		Option					
7203	R408	Option II Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E)	■	■	■	■	■
		Option					
7204	R408	Option II Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E)	■	■	■	■	■
		Option					
7205	R408	Option II Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E)	■	■	■	■	■
		Option					
7300	R408	Option III Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E)	■	■	■	■	■
		Option					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7301	R408	Option III Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E) Option					
7302	R408	Option III Period Administrative, Business, and Financial Support Services (Codes 32) (RDT&E) Option					
7303	R408	Option III Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E) Option					
7304	R408	Option III Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E) Option					
7305	R408	Option III Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E) Option					
7400	R408	Option IV Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E) Option					
7401	R408	Option IV Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E) Option					
7402	R408	Option IV Period Administrative, Business, and Financial Support Services (Codes 32) (RDT&E) Option					
7403	R408	Option IV Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E) Option					
7404	R408	Option IV Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E) Option					
7405	R408	Option IV Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Option					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	ODCs related to Base Period, CLIN 7000 (No Subcontractor or Consultant Costs) (RDT&E)			
900001	R408	Funding for CLIN 9000 (RDT&E)			
9001	R408	ODCs related to Base Period, CLIN 7001 (No Subcontractor or Consultant Costs) (RDT&E)			
9002	R408	ODCs related to Base Period, CLIN 7002 (No Subcontractor or Consultant Costs) (RDT&E)			
9003	R408	ODCs related to Base Period, CLIN 7003 (No Subcontractor or Consultant Costs) (RDT&E)			
9005	R408	ODCs related to Base Period, CLIN 7005 (No Subcontractor or Consultant Costs) (RDT&E)			
9100	R408	ODCs related to Option I Period, CLIN 7100 (No Subcontractor or Consultant Costs) (RDT&E)			
9101	R408	ODCs related to Option I Period, CLIN 7101 (No Subcontractor or Consultant Costs) (RDT&E)			
		Option			
9102	R408	ODCs related to Option I Period, CLIN 7102 (No Subcontractor or Consultant Costs) (RDT&E)			
		Option			
9103	R408	ODCs related to Option I Period, CLIN 7103 (No Subcontractor or Consultant Costs) (RDT&E)			
		Option			
9104	R408	ODCs related to Option I Period, CLIN 7104 (No Subcontractor or Consultant Costs) (RDT&E)			
		Option			
9105	R408	ODCs related to Option I Period, CLIN 7105 (No Subcontractor or Consultant Costs) (RDT&E)			
		Option			
9200	R408	ODCs related to Option II Period, CLIN 7200 (No Subcontractor or Consultant Costs) (RDT&E)			
		Option			
9201	R408	ODCs related to Option II Period, CLIN 7201 (No Subcontractor or Consultant Costs) (RDT&E)			
		Option			



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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9202	R408	ODCs related to Option II Period, CLIN 7202 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9203	R408	ODCs related to Option II Period, CLIN 7203 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9204	R408	ODCs related to Option II Period, CLIN 7204 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9205	R408	ODCs related to Option II Period, CLIN 7205 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9300	R408	ODCs related to Option III Period, CLIN 7300 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9301	R408	ODCs related to Option III Period, CLIN 7301 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9302	R408	ODCs related to Option III Period, CLIN 7302 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9303	R408	ODCs related to Option III Period, CLIN 7303 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9304	R408	ODCs related to Option III Period, CLIN 7304 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9305	R408	ODCs related to Option III Period, CLIN 7305 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9400	R408	ODCs related to Option IV Period, CLIN 7400 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9401	R408	ODCs related to Option IV Period, CLIN 7401 (No Subcontractor or Consultant Costs) (RDT&E) Option			
9402	R408	ODCs related to Option IV Period, CLIN 7402 (No Subcontractor or Consultant Costs) (RDT&E) Option			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9403	R408	ODCs related to Option IV Period, CLIN 7403 (No Subcontractor or Consultant Costs) (RDT&E)  Option	■	■	■
9404	R408	ODCs related to Option IV Period, CLIN 7404 (No Subcontractor or Consultant Costs) (RDT&E)  Option	■	■	■
9405	R408	ODCs related to Option IV Period, CLIN 7405 (No Subcontractor or Consultant Costs) (RDT&E)  ■	■	■	■

*NOTE: The only CLINs in the tables above that are applicable to this task order are those that have greater than ■ associated with them. Due to the limitations in the Seaport-e portal, CLINs with ■ associated with them could not be deleted from Section B above.*



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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### 1.0 BACKGROUND

The Office of Naval Research (ONR) is an Echelon I headquarters organization within the Office of the Secretary of the Navy. As the Department of the Navy's Science and Technology (S&T) provider, ONR provides technology solutions for Navy and Marine Corps needs. ONR's mission, defined by law, is to plan, foster, and encourage scientific research in recognition of its paramount importance as related to the maintenance of future naval power, and the preservation of national security. Further, ONR manages the Navy's basic, applied, and advanced research to foster transition from science and technology to higher levels of research, development, test and evaluation.

The Office of Naval Research (ONR) is divided into six technical departments (Codes 30 through 35). The Expeditionary Maneuver Warfare and Combating Terrorism Department (Code 30) invests primarily in expeditionary and irregular warfare, autonomy and unmanned systems, and information dominance. The Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance Department (Code 31) focuses on information dominance, expeditionary and irregular warfare, and access to the maritime battlespace. The Ocean Battlespace Sensing Department (Code 32) explores science and technology in the areas of oceanographic and meteorological observations, modeling and prediction in the battlespace environment, submarine detection and classification (anti-submarine warfare), and mine warfare applications for detecting and neutralizing mines in both the ocean and littoral environment. The Sea Warfare and Weapons Department (Code 33) focuses on platform design and survivability, power and energy, access to the maritime battlespace, autonomy and unmanned systems, expeditionary and irregular warfare, power projection and integrated defense, and total ownership costs. The Warfighter Performance Department (Code 34) focuses on warfighter effectiveness and efficiency through bioengineered and biorobotic systems, medical technologies, improved manpower, personnel training, and system design. The Naval Air Warfare and Weapons Department (Code 35) supports the Navy's power projection needs, fostering the technology development of naval aircraft structures, propulsion, autonomy, energetics, directed energy, and electric weapons.

### 2.0 STATEMENT OF WORK

The Contractor shall provide qualified personnel to perform all aspects of the statement of work (SOW). The Contractor shall provide administrative, business and/or financial support services for ONR in accordance with Section 2.1 below. This task order is intended to provide administrative, business and/or financial support services to the department specified in the awarded CLIN in Section B, but may provide support to other departments or directorates within ONR Headquarters with consent of the Contracting Officer's Representative (COR) or the Contracting Officer. Any work performed under this task order must support ONR Headquarters personnel or ONR funded programs. Performance of tasks shall conform, at a minimum, to the performance standards and acceptable quality levels identified in Attachment 2 (Quality Assurance Surveillance Plan).

#### 2.1 Tasks/Requirements

The work under this task order may involve some or all of the following tasks, as directed by the Contracting Officer's Representative (COR):

2.1.1 Assist Program Officers and other government personnel with internal work processes and procedural issues that involve the following systems/software: Naval Research Information System (NAVRIS), Navy Marine Corps Intranet (NMCI), Computer Optimized Batch Reconciliation Application (COBRA), Program Budget Information System (PBIS), Navy Enterprise Resource Planning (Navy ERP), Defense Travel System (DTS), Wide Area Workflow (WAWF), Standard Accounting and Reporting System (STARS), Contracts Officer Representative Tool (CORT), Document Retrieval System (DRS), Total Workforce Management System (TWMS), Defense Acquisition University (DAU), the Joint Personnel Accountability System (JPAS), Microsoft Access, and Microsoft Sharepoint/iConnect.. Use of NAVRIS will include other NAVRIS-interfaced and Oracle-based systems/software, such as Business Intelligence Dashboard, eProposals, BAA Document Console, Contract and Grant Administration Management Information System (CAMIS), and Personnel Process Improvement (PPI) Suite System.

2.1.2 Assist Program Officers with out-reach, and coordination, with the Naval and joint community including:

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fleet, requirements, acquisition, contractors, universities, coalition partners, North Atlantic Treaty Organization (NATO) and Technical Cooperation Panels.

2.1.3 Research and provide information related to any regulations and policies related to making travel arrangements including the Federal Joint Travel Regulations, foreign clearance guide, national and international visit requests, short and standard lead country clearances, Aircraft and Personnel Automated Clearance System, Joint Personnel Adjudication System (JPAS), standard and short lead VISAs, as well as, fee and no-fee standard and short lead passports.

2.1.4 Assist program officers with DTS, enter travel requests into DTS, and work with Scheduled Air Transportation Office (SATO) travel system.

2.1.5 Assist with foreign travel requirements verification, invitational travel orders and vouchers, passport requests, VISA requests, visit requests, official diplomatic and country clearances, letters of expediting, country and diplomatic clearances, and other associated travel documentation and tasks.

2.1.6 Perform financial analysis for a variety of funds and funding sources to protect against federal anti-deficiency violations, internal procedural and accounting errors, and any other applicable problems associated with sources and usage of funds.

2.1.7 Prepare and research various types of funding documents within NAVRIS and Navy ERP; track commitments, obligations and expenditures of funding; and assist in resolving issues related to NAVRIS Funding Resource Codes (FRC) or Navy ERP Work Breakdown Structure (WBS) funding that are not meeting financial benchmarks related to commitments, obligations, and/or expenditures across multiple contractors/performers.

2.1.8 Assist the Program Officer in the preparation, coordination, and evaluation of Broad Agency Announcements, Funding Opportunity Announcements, Requests for Information, and Requests for Proposals as well as the review of proposal packages. The support for any solicitation and/or proposal evaluation will be in the area of administrative support, coordination between the technical evaluation team, and the drafting of any necessary notifications.

2.1.9 Assist the Program Officer in general program management support on matters and issues consistent with ONR sponsored projects.

2.1.10 Assist in responding to various data calls related to ONR sponsored projects.

2.1.11 Travel occasionally in support of ONR activities such as conferences, international collaborations, operational exercises, operational demonstrations, and integration and planning meetings.

2.1.12 Maintain content of ONR's Sharepoint Site and public website (programming experience NOT required).

2.1.13 Provide logistical and scheduling support for Program Officer and other supported government personnel.

2.1.14 Maintain calendars.

2.1.15 Book conference rooms and work with the ONR Corporate Strategic Communications (CSC) as necessary for coordinating off-site events.

2.1.16 Assist in building the Program Objective Memorandum (POM) budget. This includes drafting R-2 Exhibits for the Navy Science & Technology (S&T) Programs.

2.1.17 Track the expenditures and the performance of ONR-funded or managed efforts.

2.1.18 Assist in rapidly and accurately answering financial related and other queries from senior DoD, Navy, or congressional members.

2.1.19 Assist in developing presentations or reports. This may involve compiling data from multiple individuals.

2.1.20 Provide graphics and desktop publishing support and expertise to generate briefings used to create and obtain



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funding for new programs, advise management/leadership, and coordinate with supporting and transition agencies/commands.

2.1.21 Draft funding documents and Purchase Requests (PRs) that meet requirements of the Finance and Contracts Departments.

2.1.22 Coordinate with the Contracts Department to ensure award types and proposal packages submitted meet current requirements.

2.1.23 Understand key information within a proposal to ensure that all required information is provided and correct prior to review by the Contracting Department.

2.1.24 Communicate between the Program Officer, Contracting Officer, and Contractor to get accurate and timely information to speed the contracting process.

2.1.25 Conduct qualitative and quantitative analyses of financial data, operations, and requirements to develop program improvements.

2.1.26 Develop, trouble shoot, and integrate custom software applications (forms, queries, etc.) across multiple distributed databases for financial management applications.

2.1.27 Monitor and assist in the management of project activities and resources to mitigate risk throughout the project life cycle. Track project execution and inform Program Officers of any variance between planned and actual progress of S&T performers related to schedule, cost and technical performance by utilizing a variety of project management and business analysis tools, techniques and practices. Monitor project action items and interpret the results and progress provided through a variety of information sources (e.g., technical and financial status reports, Earned Value Management (EVM) tools, etc).

2.1.28 Provide administrative support for NMCI seats/correspondence and routing sheets/training/management internal controls.

2.1.29 Study a variety of administrative or management functions in an effort to provide feedback on how to increase productivity and effectiveness.

2.1.30 Collect and maintain relevant technical, financial, and policy directives that apply to the Departments being supported.

2.1.31 Attend meetings, prepare lessons learned, conduct workshops, and distribute information in support of these meetings.

2.1.32 Prepare conference agendas and conference minutes.

2.1.33 Provide administrative support for standard office operation and support functions.

2.1.34 Attend and gather information for the Department during bi-weekly Human Resources Office (HRO) meetings and Corporate Administrative Advisory Group (CAAG) Meetings.

2.1.35 Assist with Human Resource functions for the Department such as Check-In, Check-Out, and Change in Status; Training requests and forms; entering data into the Personnel Process Improvement (PPI) Suite System; monitor timekeeping; prepare Bank Card Purchase requests; and coordinate assignment of office spaces and equipment.

2.1.36 Assist developing new Anti-Submarine Warfare (ASW) Enabling Capability Projects for ONR Code 32. Assist in the assessment of on-going Enabling Capability project technical and programmatic execution, including programs up to the Top Secret level. A Top Secret/SCI clearance is needed to meet this requirement.

### **3.0 DELIVERABLES**

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The Contractor shall be responsible for the compilation and preparation of reports listed below. Documents shall be provided to the COR by electronic submission in Word or Adobe .pdf, either by email or disk.

### 3.1 Monthly Progress and Financial Status Reports

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

### 3.2 Annual Summary Report

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

### 3.3 Individual Travel Report

The contractor shall provide, prior to any travel, a work sheet detailing the costs of that travel to the Program Officer as well as the COR for prior approval. Travel must meet the requirements of the Joint Travel Regulations (JTR). In addition, travel reports are required, no later than 30 days after the conclusion of the travel. The report shall contain dates, locations of travel, purpose, total cost breakdown including travel, per diems, hotel costs, car rental costs, etc., with unusual cost items (including registration fees) specifically set forth, tasks performed, and accomplishments. If publications or proceedings documentation were distributed, a copy may be included with the report. The Contractor shall incorporate COR recommendations in developing the format of this report.

### 3.4 Master Travel Log Report

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

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

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

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

### 3.6 Quality Control Plan

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

### 3.7 Ad Hoc Reports/Memorandums/Presentations

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

#### **4.0 PERSONNEL REQUIREMENTS**

The Contractor shall provide qualified personnel to manage and execute all aspects of the SOW. All personnel are required to hold or have the ability to receive a minimum of a secret security clearance. For the task order awarded in accordance with Section G, Paragraph 3.3.2(b), one of the personnel under Program Analyst III category is required to hold or the ability to receive a minimum of a TS/SCI security clearance. This particular Program Analyst III FTE position must be provided by a single qualified individual.

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

- Using commercial software packages, to include at a minimum, Microsoft Word, Excel, and Power-Point.
- Communicating effectively orally and in writing
- Being effective working independently and collaboratively.
- Organizing and coordinating meetings.

More specific requirements for each personnel category are provided starting in Section 4.1.

##### **4.1 Administrative Assistant I**

The candidate shall:

- Possess either (1) a high school diploma plus at least 5 years of experience providing administrative support or (2) a bachelor's degree or higher from an accredited college or university and 2 years of experience providing administrative support.

The candidate should:

- Possess experience in creating and editing various documents and entering data into computer databases and spreadsheets.
- Possess prior experience using the DTS and JTR.
- Possess prior experience with supporting office management functions.

##### **4.2 Administrative Assistant II**

The candidate shall:

- Possess either (1) a high school diploma plus at least 8 years of experience providing administrative support or (2) a bachelor's degree or higher from an accredited college or university and 5 years of experience providing administrative support.

The candidate should:

- Possess experience in creating and editing various documents and entering data into computer databases and spreadsheets.
- Possess prior experience using the DTS and JTR.
- Possess prior experience with supporting office management functions.

##### **4.3 Administrative Officer**

The candidate shall:

- Possess either (1) a high school diploma plus at least 5 years of experience providing office management support and performing Human Resource management functions or (2) a bachelor's degree or higher from an accredited college or university and 2 years of experience providing office management support and performing Human Resource management functions.

The candidate should:

- Possess experience in creating and editing various documents and entering data into computer databases and



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spreadsheets.

- Possess prior experience with Human Resource / Personnel functions such as handling of PII, training, in-processing, etc.
- Possess prior experience using the DTS and JTR.

#### 4.4 Defense Travel System (DTS) Specialist

The candidate shall:

- Possess either (1) a high school diploma plus at least 5 years of experience providing DTS support or (2) a bachelor's degree or higher from an accredited college or university and 2 years of experience providing DTS support.
- Possess prior experience using the DTS and JTR.

#### 4.5 Graphics Illustrator

The candidate shall:

- Possess an associate degree from a fully accredited institution and 5 years of relevant experience in graphics, publications and/or word processing or have a bachelor degree from a fully accredited institution and have 3 years of relevant experience in graphics, publications and/or word processing.

The candidate should have the ability to:

- Coordinate and produce graphics, presentation packages, special reports and other documents.
- Use modern desktop publishing systems efficiently and have experience designing and producing professional images for presentations.

#### 4.6 Program Analyst I

The candidate shall:

- Possess either (1) a high school diploma with at least at least 3 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university.

The candidate should:

- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess knowledge of the JTR.

#### 4.7 Program Analyst II

The candidate shall:

- Possess either (1) a high school diploma with at least at least 6 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university and 3 years of experience providing administrative, business and/or financial support.

The candidate should:

- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess working knowledge of JTR.
- Possess experience with government planning, forecasting, program budgeting, funding, execution monitoring, and reporting against commitment, obligation, and expenditure benchmarks.
- Possess excellent computer skills are highly desirable, with particular emphasis on PowerPoint and associated graphics and presentation development software.

#### 4.8 Program Analyst III

The candidate shall:

- Possess either (1) a high school diploma with at least at least 12 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university and 8 years of experience providing administrative, business and/or financial support.

The candidate should:



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- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess working knowledge of JTR.
- Possess excellent organizational and management skills.
- Possess ability to develop and execute complex programmatic tasks, and to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.
- Possess experience with government planning, forecasting, program budgeting, funding, execution monitoring, and reporting against commitment, obligation, and expenditure benchmarks.
- Possess excellent computer skills are highly desirable, with particular emphasis on PowerPoint and associated graphics and presentation development software.
- Possess prior experience with and/or knowledge of acquisition strategies related to the procurement of research and development.

#### 4.9 Program Analyst IV

The candidate shall:

- Possess either (1) a high school diploma with at least at least 15 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university and 12 years of experience providing administrative, business and/or financial support.

The candidate should:

- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess working knowledge of JTR.
- Possess excellent organizational and management skills.
- Possess ability to develop and execute complex programmatic tasks, and to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.
- Possess experience with government planning, forecasting, program budgeting, funding, execution monitoring, and reporting against commitment, obligation, and expenditure benchmarks.
- Possess excellent computer skills are highly desirable, with particular emphasis on PowerPoint and associated graphics and presentation development software.
- Possess prior experience with and/or knowledge of acquisition strategies related to the procurement of research and development.

#### 4.10 Enterprise Financial Systems Expert

The candidate shall:

- Possess a bachelor's degree from an accredited college or university.
- Possess at least 8 years of experience developing and analyzing database applications.

The candidate should:

- Possess experience in Systems Applications & Products (SAP), ORACLE, STARS, Navy ERP, WAWF, Microsoft Access and other industry standard financial tools and systems.
- Possess ability to develop, troubleshoot and integrate custom software applications (forms, queries, etc.) across multiple distributed databases for financial management applications.
- Possess relevant knowledge and experience of all phases of database management, translating intricate business rules in to financial information technology tool solutions and ability to formulate software tools and processes for rapid reaction specialized reporting for the science and technology user community.
- Possess a thorough knowledge and experience with STARS, Navy ERP, DRS, and Oracle reports.

### 5.0 MEETING SPACE

Throughout the performance of the technical tasks/requirements, the contractor's facilities may be required to host meetings or conferences. The contractor shall provide one meeting space that is within walking distance of a DC Metrorail, capable of accommodating at least 20 people. ONR prefers the meeting space be within walking distance of ONR headquarters. Walking distance is defined as not exceeding 1 mile. In addition, the meeting space shall be equipped with a projector to display PowerPoint presentations, have ethernet connections to allow access to the internet, and be able to accommodate teleconferencing. SPACES SHALL BE AVAILABLE YEAR-ROUND TO ACCOMMODATE ALL MEETINGS. THE CONTRACTOR WILL HAVE SUFFICIENT ADVANCE NOTICE, AS THEY DEVELOP THE SCHEDULE WITH CONCURRENCE BY THE COR. Since this task order is for

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enterprise-wide support, the meeting space may be made available for any department or directorate within ONR Headquarters regardless of whether the department is funding contractor support personnel under this task order with consent of the COR or Contracting Officer. Should multiple requests be provided to the contractor for the same time period, the contractor shall request prioritization from the COR. The Contractor must fill out Attachment 10, Corporate Facilities Information, to summarize the corporate facilities available.

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## **SECTION D PACKAGING AND MARKING**

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

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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.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	1/1/2015 - 11/30/2015
7001	12/5/2014 - 11/30/2015
7002	12/5/2014 - 11/30/2015
7003	12/5/2014 - 11/30/2015
7005	12/5/2014 - 11/30/2015
7100	12/1/2015 - 11/30/2016
9000	1/1/2015 - 11/30/2015
9001	12/5/2014 - 11/30/2015
9002	12/5/2014 - 11/30/2015
9003	12/5/2014 - 11/30/2015
9005	12/5/2014 - 11/30/2015
9100	12/1/2015 - 11/30/2016

### CLIN - DELIVERIES OR PERFORMANCE

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

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

7101	12/1/2015 - 11/30/2016
7102	12/1/2015 - 11/30/2016
7103	12/1/2015 - 11/30/2016
7104	6/1/2016 - 11/30/2016
7105	12/1/2015 - 11/30/2016
7200	12/1/2016 - 11/30/2017
7201	12/1/2016 - 11/30/2017
7202	12/1/2016 - 11/30/2017
7203	12/1/2016 - 11/30/2017
7204	12/1/2016 - 11/30/2017
7205	12/1/2016 - 11/30/2017
7300	12/1/2017 - 11/30/2018
7301	12/1/2017 - 11/30/2018
7302	12/1/2017 - 11/30/2018
7303	12/1/2017 - 11/30/2018
7304	12/1/2017 - 11/30/2018
7305	12/1/2017 - 11/30/2018
7400	12/1/2018 - 11/30/2019
7401	12/1/2018 - 11/30/2019
7402	12/1/2018 - 11/30/2019

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7403	12/1/2018 - 11/30/2019
7404	12/1/2018 - 11/30/2019
7405	12/1/2018 - 11/30/2019
9101	12/1/2015 - 11/30/2016
9102	12/1/2015 - 11/30/2016
9103	12/1/2015 - 11/30/2016
9104	6/1/2016 - 11/30/2016
9105	12/1/2015 - 11/30/2016
9200	12/1/2016 - 11/30/2017
9201	12/1/2016 - 11/30/2017
9202	12/1/2016 - 11/30/2017
9203	12/1/2016 - 11/30/2017
9204	12/1/2016 - 11/30/2017
9205	12/1/2016 - 11/30/2017
9300	12/1/2017 - 11/30/2018
9301	12/1/2017 - 11/30/2018
9302	12/1/2017 - 11/30/2018
9303	12/1/2017 - 11/30/2018
9304	12/1/2017 - 11/30/2018
9305	12/1/2017 - 11/30/2018
9400	12/1/2018 - 11/30/2019
9401	12/1/2018 - 11/30/2019
9402	12/1/2018 - 11/30/2019
9403	12/1/2018 - 11/30/2019
9404	12/1/2018 - 11/30/2019
9405	12/1/2018 - 11/30/2019

*NOTE: The only CLINs in the tables above that are applicable to this task order are those that have greater than \$0 dollars associated with them in Section B. Due to the limitations in the Seaport-e portal, CLINs with \$0 associated with them in Section B could not be deleted from the tables above.*

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 and any others listed under the report in Section C.

Place of Performance: Work will be performed on-site at Office of Naval Research and/or off-site at the Contractor's place of business.



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## SECTION G CONTRACT ADMINISTRATION DATA

### 1.0 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

(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.

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#### Routing Data Table\*

Field Name in WAWF Data to be entered in WAWF

Pay Official DoDAAC: HQ0338

Issue By DoDAAC: N00014

Admin DoDAAC: S2404A

Inspect By DoDAAC:

Ship To Code:

Ship From Code:

Mark For Code:

Service Approver (DoDAAC): S2404A

Service Acceptor (DoDAAC) :

Accept at Other DoDAAC:

LPO DoDAAC:

DCAA Auditor DoDAAC:

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.

jessica.reda@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: ONR\_21@navy.mil.

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

(End of clause)

#### 1.2 Payment of Allowable Costs and Fixed Fee

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

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

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

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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 fixed fee withhold should be applied to each voucher. The ACO shall release the withhold in accordance with the provisions of FAR 52.216-8.

### 1.3 Allotment of Funds

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

(b) CLIN 7000 will not exceed a total amount of [REDACTED] including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. The total amount presently available for payment and allotted to CLIN 7000 of this contract is [REDACTED] including an estimated cost of [REDACTED] and a fixed fee of [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 1 January 2015 through 15 September 2015.

(c) CLIN 9000 will not exceed a total amount of [REDACTED] including an estimated cost of [REDACTED] (no fee). The total amount presently available for payment and allotted to CLIN 9000 of this contract is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 1 January 2015 through 1 June 2015.

(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 December 2015 through 1 June 2016.

(e) CLIN 9100 will not exceed a total amount of [REDACTED] including an estimated cost of [REDACTED]. The total amount presently available for payment and allotted to CLIN 9100 of this contract [REDACTED]

## 2.0 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

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

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

## 3.0 ORDER DETAILS

### 3.1 Other Direct Costs (ODCs)

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 [REDACTED] and all travel must be approved in advance by the Contracting Officer's Representative (COR). Any travel with an airfare cost exceeding [REDACTED] must be approved in advance by the Procuring Contracting Office. 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.

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 annual Not-to-Exceed (NTE) amount as specified below for each CLIN (if included in the resulting award):



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CLIN	Annual Amount for Each ODC CLIN Specified
9000	
9100	
9200	
9300	
9400	
9001, 9101, 9201, 9301, and 9401	
9002, 9102, 9202, 9302, and 9402	
9003, 9103, 9203, 9303, and 9403	
9104	
9204, 9304, and 9404	
9005, 9105, 9205, 9305, and 9405	

These NTE amounts 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. However, see an exception in Section L.1.2.3.3.a to propose higher amounts if offeror is proposing to provide meeting space as a direct cost.

#### 3.1.1 Travel and Per Diem

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel should not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. The contractor shall make every effort to make all travel arrangements at least 21 days in advance. Travel may be CONUS or OCONUS. The COR will provide further guidance during the period of performance.

#### 3.1.2 Parking and Local Transportation

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

For personnel not normally working in ONR spaces, it is required that all full time support personnel under this effort be able to commute to ONR with minimum of one (1) day notice with not additional cost to the government. Part time positions may have travel to ONR covered on a case by case basis.

#### 3.1.3 Conference and Meeting Space

Throughout the performance of the technical tasks/requirements, use of the contractor's facilities may be required to host meetings or conferences. Therefore, the contractor should have access to meeting space that can accommodate events for, at a minimum, the amount of attendees stated in Section C. The costs to use the meeting space is being recouped through indirect pools under the ODC CLINs.

The contractor shall not incur any direct costs for conference or meeting space under this award without the prior written concurrence of the ONR's Conferences, Events & Exhibits Communications Manager or the Director of the Corporate Strategic Communications Office, who will ensure compliance with ONR Instruction 5050.7B. The Contracting Officer Representative (COR) listed in your order will obtain the written concurrence from the individuals above.

#### 3.1.4 Printing and High Speed High Volume Duplicating

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The scope of this order does not include printing and high speed high volume duplicating. Defense Logistics Agency shall serve as the manager for printing and high speed high volume duplicating. Requests shall be forwarded to the COR for review one month before the required due date. The COR will then submit approved requests to ONR BD042 two to three weeks before the required due date.

### 3.1.5 Food

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

## 3.2 Government Furnished Resources (GFR)

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

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

## 3.3 Security Requirements

### 3.3.1 Facility Security Clearance Requirements

a) 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. Any Contractor facilities used in support of this contract must be eligible for a SECRET facility clearance and have the capability to store material classified up to and including SECRET.

### 3.3.2 Personnel Security Clearance Requirements

a) A minimum of a SECRET clearance is required at time of award, or the personnel need to be able to demonstrate their ability to obtain the clearance.

### 3.3.3 General Security and Safeguarding Requirements

A DD Form 254 "Contract Security Classification Form" will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

## 3.4 Privacy Act.

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

## 3.5 Nondisclosure Agreement.

Prior to starting work under this task order, each employee will be required to complete and sign a Nondisclosure



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Agreement (NDA).

### 3.6 Organizational Conflict of Interest (OCI)

#### 3.6.1 Limitations on Providing Support Services

All Offerors and proposed subcontractors must affirm whether they are conducting Research and Development efforts funded by the Office of Naval Research through an active contract or subcontract. All affirmations must identify ONR's Technical Point of Contact and identify the prime contract numbers. Affirmations shall be furnished at the time of proposal submission. All facts relevant to the existence or potential existence of organizational conflicts of interest (FAR 9.5) must be disclosed. The disclosure shall include a description of the action the offeror has taken or proposes to take to avoid, neutralize, or mitigate such conflict. In accordance with FAR 9.503 and without prior approval, a contractor cannot simultaneously be a SETA and a research and development performer. Proposals that fail to fully disclose potential conflicts of interests or do not have acceptable plans to mitigate identified conflicts will be rejected without technical evaluation and withdrawn from further consideration for award. If a prospective offeror believes that any conflict of interest exists or may exist (whether organizational or otherwise), the offeror should promptly raise the issue with ONR by sending his/her contact information and a summary of the potential conflict by e-mail to the Contracting Office identified in the solicitation before time and effort are expended in preparing a proposal and mitigation plan. If, in the sole opinion of the Contracting Officer after full consideration of the circumstances, any conflict situation cannot be effectively avoided or mitigated, the proposal may be rejected without technical evaluation and withdrawn from further consideration for award. Additional information regarding ONR's guidelines on OCI can be found at <http://www.onr.navy.mil/en/About-ONR/compliance-protections/Organizational-Conflicts-Interest.aspx>.

#### 3.6.2 Safeguarding Information

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

#### 3.6.3 Organizational Restrictions

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

## 4.0 PROCURING OFFICE REPRESENTATIVES

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

**Contract Negotiator – Ms. Megan Gavarkavich, ONR 254, (703) 696-4559, DSN 426-2055, E-Mail Address: [megan.gavarkavich@navy.mil](mailto:megan.gavarkavich@navy.mil)**



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## Inspection and Acceptance – Designated Contracting Officer's Representative (COR)

**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, DSN 426-2362, 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: Jessica Reda

Code: 30

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

Telephone Number: 703-588-0549

The Alternate COR for this contract is: Captain Jack Holloway

Code: 30

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

Telephone Number: 703-696-2036

E-mail: [jack.w.holloway@navy.mil](mailto:jack.w.holloway@navy.mil)

The Alternate COR for this contract is: Sevgi Bullock

Code: 34

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

Telephone Number: 703-696-4046

The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, to change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery order). When, in the opinion of the contractor, the COR requests effort outside the existing scope of the contract (or delivery order), the contractor shall promptly notify the contracting officer (ordering officer) in writing. No action shall be taken by the contractor until the contracting officer (or ordering officer) has issued a modification to the contract (or delivery order) or has otherwise resolved the issue. In the absence of the COR named above (due to reasons such as leave, illness, official travel), all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR.

### 6.0 CONTRACT TYPE

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

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

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

Periods            Hours Per Period

Code 30

CLIN 7000 – Base Period

CLIN 7100 – Option I Period

CLIN 7200 – Option II

CLIN 7300 – Option III Period

CLIN 7400 – Option IV Period

authorized at time of Option Exercise 1 December 2015)

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Total 87,576

Code 34

CLIN 7104 – Option I Period [REDACTED]  
CLIN 7204 – Option II Period [REDACTED]  
CLIN 7304 – Option III Period [REDACTED]  
CLIN 7404 – Option IV Period [REDACTED]  
Total [REDACTED]

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

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

(d) The level of effort for this contract shall be expended at an average rate of approximately

CLIN	Average level of effort expended per week for each CLIN
7000	[REDACTED]
7100	[REDACTED]
7200	[REDACTED]
7300	[REDACTED]
7400	[REDACTED]
7001, 7101, 7201, 7301, and 7401	[REDACTED]
7002, 7102, 7202, 7302, and 7402	[REDACTED]
7003, 7103, 7203, 7303, and 7403	[REDACTED]
7104, 7204, 7304, and 7404	[REDACTED]
7005, 7105, 7205, 7305, and 7405	[REDACTED]

It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until

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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.

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

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

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

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

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

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

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man hours up to five percent in excess of the total man hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

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



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(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:

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

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

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 (within 7 calendar days) should any of the substitute/replacement personnel be considered unqualified.

## 10.0 COMMON ACCESS CARD (CAC) FOR CONTRACTOR EMPLOYEES

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

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

## 11.0 COUNTERINTELLIGENCE AWAREMENT AND REPORTING (CIAR) TRAINING

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

### Accounting Data

SLINID	PR Number	Amount



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

This is a 100% Small Business Set-aside for only Service-Disabled Veteran-Owned Small Business concerns, and performance will be subject to the Limitation of Subcontracts clause FAR 52.219-14 in the basic contract.

### **1.0 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS**

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

### **2.0 CONTRACTOR IDENTIFICATION**

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

### **3.0 HOURS OF OPERATION AND HOLIDAY SCHEDULE**

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

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



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## SECTION I CONTRACT CLAUSES

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 "1 day," and in paragraph (c), insert "60 months.")
DFARS 252.204-7005	Oral Attestation of Security Responsibilities (NOV 2001) (Applicable if FAR 52.204-2, Security Requirements Applies)

### **52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 2014)**

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of [5 U.S.C. 5341](#) or [5332](#).

*This Statement is for Information Only:  
It is not a Wage Determination*

Employee Class	Monetary Wage—Fringe Benefits
Administrative Assistant I – II	\$14.74 to \$20.43/hr – 36.25%
Administrative Officer	\$36.23/hr -- 36.25%
Defense Travel System (DTS) Specialist	\$20.43/hr -- 36.25%
Graphics Illustrator	\$24.99/hr -- 36.25%
Program Analyst I – IV	\$16.49/hr to \$50.92/hr -- 36.25%
Enterprise Financial Systems Expert	\$36.23/hr -- 36.25%

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## **SECTION J LIST OF ATTACHMENTS**

Attachment Number 1: Quality Assurance Surveillance Plan

Attachment Number 3: Department of Defense Contract Security Classification Specifications (DD 254)

Attachment Number 4: Service Contract Act Wage Determination (WD 05-2103 (Rev.-14))

Attachment Number 5: COR/ACOR Nomination Letters