

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 3	
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2. AMENDMENT/MODIFICATION NO. 06	3. EFFECTIVE DATE 02-Mar-2016	4. REQUISITION/PURCHASE REQ. NO. 1300482439	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00014	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A

Office of Naval Research

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Arlington VA 22203-1995

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DCMA Manassas

14501 George Carter Way

Chantilly VA 20151

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)
CAGE CODE 68PP0 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-11-D-6432-EE03
		10B. DATED (SEE ITEM 13) 02-Mar-2015

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.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bialateral Modification FAR 43.103(a) IAW FAR 52.217-9 Option to Extend Term of Contract
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 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) Eugene Felts, Senior VP		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Tracie L Simmons, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Eugene Felts (Signature of person authorized to sign)	15C. DATE SIGNED 24-Feb-2016	16B. UNITED STATES OF AMERICA BY /s/Tracie L Simmons (Signature of Contracting Officer)	16C. DATE SIGNED 24-Feb-2016

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 7000.
2. Provide an increment of funding in the amount of [REDACTED] to CLIN 9000.
3. Realign [REDACTED] from CLIN 7001 (SLIN 700102) to CLIN 7000 (SLIN 700005).
4. Exercise Option for Year 2 (CLINS 7100, 7101, and 9100).
5. Provide an increment of funding in the amount of [REDACTED] to CLIN 7100.
6. Provide an increment of funding in the amount of [REDACTED] to CLIN 7101.
7. Provide an increment of funding in the amount of [REDACTED] to CLIN 9100.
8. Incorporate Telework language into Section H, paragraph 5.0.

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] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700005	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
700006	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
700103	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
710001	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
710101	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
900002	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]
910001	RDT&E	[REDACTED]	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7100	[REDACTED]	[REDACTED]	[REDACTED]
7101	[REDACTED]	[REDACTED]	[REDACTED]
9100	[REDACTED]	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From	To
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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
7000	R408	Base for Year 1 Technical,Engineering, Analytical and Programmatic Support Services to Code 33 IAW Task Order Statement of Work. This CLIN does not include costs for the SME category. (RDT&E)					
700001	R408	ACRN: (b) (4) (RDT&E)					
700002	R408	ACRN: (b) (4) (RDT&E)					
700003	R408	ACRN: (b) (4) (RDT&E)					
700004	R408	ACRN: (b) (4) (RDT&E)					
700005	R408	ACRN: (b) (4) (RDT&E)					
700006	R408	ACRN: (b) (4) (RDT&E)					
7001	R408	Base for Year 1 Subject Matter Experts IAW Task Order Statement of Work. (RDT&E)					
700101	R408	ACRN: (b) (4) (RDT&E)					
700102	R408	ACRN: (b) (4) (RDT&E)					
700103	R408	ACRN: (b) (4) (RDT&E)					
7100	R408	Option for Year 2 Technical, Engineering, Analytical and Programmatic Support Services to Code 33 IAW Task Order Statement of Work. This CLIN does not include costs for the SME category. (RDT&E)					
710001	R408	ACRN: (b) (4) (RDT&E)					
7101	R408	Option for Year 2 Subject Matter Experts IAW Task Order Statement of Work. (RDT&E)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
710101	R408	ACRN: [REDACTED] (RDT&E)					
7200	R408	Option for Year 3 Technical, Engineering, Analytical and Programmatic Support Services to Code 33 IAW Task Order Statement of Work. This CLIN does not include costs for the SME category. (RDT&E) Option	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
7201	R408	Option for Year 3 Subject Matter Experts IAW Task Order Statement of Work. (RDT&E) Option	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
7300	R408	Option for Year 4 Technical, Engineering, Analytical and Programmatic Support Services to Code 33 IAW Task Order Statement of Work. This CLIN does not include costs for the SME category. (RDT&E) Option	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
7301	R408	Option for Year 4 Subject Matter Experts IAW Task Order Statement of Work. (RDT&E) Option	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
7400	R408	Option for Year 5 Technical, Engineering, Analytical and Programmatic Support Services to Code 33 IAW Task Order Statement of Work. This CLIN does not include costs for the SME category. (RDT&E) Option	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
7401	R408	Option for Year 5 Subject Matter Experts IAW Task Order Statement of Work. (RDT&E) Option	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	Base for Year 1 Travel, Other Direct Costs and NMCI Seats associated with performance (includes applicable G&A and Material & Handling) (no subcontractor or consultant costs) (RDT&E)	[REDACTED]	[REDACTED]	[REDACTED]

[illegible]

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
900001	R408	ACRN: [REDACTED]			
900002	R408	ACRN: [REDACTED]			
9001	R408	Equitable Adjustment - Stop Work Order April 1, 2015 (RDT&E)	[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]	[REDACTED]
		[REDACTED]			
		[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]			
		[REDACTED]			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 GENERAL

1.1 Introduction. The Office of Naval Research (ONR) seeks to provide professional technical, engineering, analytical and programmatic support for basic research, applied research, and advanced technology development programs associated with surface and sub-surface naval platforms and undersea weaponry (ONR Code 33).

1.2 Background. The Office of Naval Research (ONR) Sea Warfare & Weapons Department (Code 33) develops and delivers technologies that enable superior warfighting and energy capabilities for naval forces, platforms and undersea weaponry. ONR Code 33 has diverse science and technology (S&T) investments in Alternative Energy and Fuels, Advanced Naval Power Systems, Advanced Naval Materials and Environmental Quality, Affordability and Survivability, Hydromechanics, Maritime Interdiction, Advanced Platform Concepts and Ship Structures, Platform Survivability and Undersea Weapons. These S&T investments are applied to surface ships, submarines, and Naval weapon systems to improve warfighting capabilities.

A complete listing of current Code 33 programs can be found at:

<http://www.onr.navy.mil/Home/Science-Technology/Departments/Code-33/All-Programs.aspx>

1.3 Objective. ONR Code 33 requires technical, engineering, analytical, and program management support services. The services will support a variety of naval technology programs including advancing the development and transition of technologies supporting the submarine platform, Advanced Naval Power Systems, Advanced Platform Concepts, Platform Survivability, Sea Basing Systems, National Naval Responsibilities in Naval Engineering and Undersea Weapons and overall technical support of ONR Code 33.

The following are examples of the types of support required:

- Program/project planning assistance
- Program staff coordination
- Systems engineering and integration assistance
- Program, project, and financial reviews
- Technology assessments
- Data analyses
- Planning and coordination of conferences, seminars, workshops, and program review with ONR's Conferences, Events & Exhibits Communications Manager or the Director of the Corporate Strategic Communications Office to ensure compliance with ONR Instruction 5050.7B.
- Assistance with program-specific technical and programmatic issues
- The requirement also includes assistance and support with preparing and drafting analyses, presentations, speeches, and reports relative to project and program management goals, objectives, and results.

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- This support will assist in formulating, executing and managing an investment strategy to address the most responsive and promising technology opportunities and solutions.
- There may be a need to support other Codes within ONR under this contract, if approved by the Contracting Officer's Representative (COR).

1.4 Scope. The contractor shall provide technical, engineering, analytical, and program management support to ONR Code 33 S&T programs. The scope of this tasking includes support in all aspects of technical and engineering support to Code 33 for engagement between the Navy Research and Development (R&D) and S&T communities. Details of the scope of work are described in Section 2.0 (Technical Tasks/Requirements). Specific requirements are described in Section 3.0 (Personnel Requirements).

2.0 TECHNICAL TASKS/REQUIREMENTS

2.1 ONR Code 33 Program Management Support (Senior Program Engineer/Scientist/Team Lead—Code 33)

- Provide assistance with assessing the impact of anticipated system and application initiatives identified by Code 33.
- Assist Program Officers with the development and refinement of their S&T investment strategy. Provide assistance to the Program Officers to identify and evaluate technology development projects given budget and schedule limitations. Facilitate investment strategy meetings.
- Assist Program Officers with development of Department/Division program planning documentation.
- Periodically assess the status of Program Officer's projects by reviewing regular project deliverables and by attending meetings and discussing issues directly with project personnel, as required. Assist in developing corresponding recommendations, briefings, and reports.
- Assist with coordination of Program Officer's projects and plans with other DoD organizations and other Government agencies, as required.
- Assist Program Officers by developing and maintaining program management tools for correspondence, action item tracking, project status tracking, and project history maintenance, as well as developing financial and programmatic summaries, reports, briefings, and analysis for internal and external data calls.
- Assist Program Officers with planning and executing allocations by coordinating preparation and review of actual and projected funding estimates, justifications and strategies.
- Work with Program Officers to expedite financial execution and ensure programmatic benchmarks are met by tracking availability and use of funds and reviewing financial documents and plans for impact on program objectives and requirements to assist the Program Officer in optimally allocating resources.
- Provide graphics and reproduction services, appropriate nearby conference and business facilities, and other allowable materials and services necessary to support identified tasks.
- Prepare program status reports and after-action reports following major program reviews or key events.

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- Assist in preparing briefing materials and planning and conducting program reviews, technical meetings and seminars, as required.
- Assist Program Officers with coordination of program meetings, conferences, and demonstrations with government authorities, program managers and other ONR Code 33 support team members, as required.

2.2 ONR Code 33 Science and Technology Program Support (Engineer's, Scientist's and Research Scientist's)

- Assist Program Officers with development of technology roadmaps focused on incorporating program technologies into existing or planned acquisition programs.
- Assist Program Officers with development of transition plans for technology products to engineering development and deployment in the fleet.
- Assist Program Officers with conducting or reviewing focused studies and analyses to justify or validate technical or budget decisions related to S&T program objectives.
- Assist Program Officers with coordination of program activities with other services and joint activities to support, facilitate and avoid duplication of investments.
- Assist Program Officers with International Project Agreement (PA) activities required to support the initiation, execution, and management of the PA as well as preparation, review, and release of project information in accordance with DoD and International Traffic in Arms Regulations (ITAR) requirements.
- Assist Program Officers with preparation of required documentation in support of the Future Naval Capabilities (FNCs) including development and review of business, execution, and expenditure plans and tracking and reporting of product progress.
- Assist Program Officers with coordination of the selection and funding process for program technology proposals, as well as the development of specific Broad Agency Announcement (BAA) solicitations and the coordination of the review process for these announcements.
- Assist Program Officers with technical management of the program including assessment of performance in terms of technical objectives, costs and schedule.
- Assist Program Officers with reviewing, identifying and assessing emerging requirements, technologies, capabilities, concepts, tactics of interest, and possible teaming relationships in areas related to ONR's objectives for selected technology programs.
- Assist in the development of alternative S&T project priorities, goals and objectives.
- Assist in studies and evaluations of the strategic positioning of a portfolio of related ONR programs with respect to the investment mix and customer alignment, and conduct a sensitivity analysis of the portfolio.
- Assist in studies and evaluations to assess technology affordability and develop strategies for technologies for promoting the investment portfolio mix to better drive Naval affordability.
- Assist Program Officers in evaluating technical progress and plans in S&T programs, make recommendations for coordinating, augmenting, changing emphasis of, or broadening scope of, S&T programs as a result of visits, attendance at meetings, and general surveys of relevant technologies.
- Assist Program Officers in evaluating program/project planning, investment reviews, technology

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assessments, data analyses, conference and seminar activities, and financial issues.

- Provide technical support services and coordination for Integrated Product Team (IPT) and other purpose meetings, conferences and workshops.
- Analyze, summarize, and integrate information received from any source and prepare technical assessment reports and briefings for Program Officers.
- Prepare notes, assessments, speeches, technical journal articles, articles for industry-specific publications, and other materials on various technical topics, as requested.

2.3 ONR Code 33 Subject Matter Experts

- Review industrial technology, concepts, programs and investment areas related to Code 33 programs.
- Assist Program Officers with analyzing and assessing industrial technology, concepts, programs and investments in areas specifically related to program objectives. This includes reviewing white papers and proposals submitted to ONR in response to ONR BAAs or proposals received by any other means in an advisory (non-voting) capacity.
- Assist Program Officers with technical evaluation of S&T investment proposals and assessment of alternatives associated with these proposals.
- Assist Program Officers with development of technology roadmaps focused on incorporating program technologies into existing or planned acquisition programs.
- Assist Program Officers with development of transition plans for technology products to engineering development and deployment in the fleet.
- Assist Program Officers with conducting or reviewing focused studies and analyses to justify or validate technical or budget decisions related to S&T program objectives.
- Assist Program Officers with reviewing, identifying and assessing emerging requirements, technologies, capabilities, concepts, tactics of interest, and possible teaming relationships in areas related to ONR's objectives for selected technology programs.
- Assist in the development of alternative S&T project priorities, goals and objectives.
- Assist in studies and evaluations of the strategic positioning of a portfolio of related ONR programs with respect to the investment mix and customer alignment, and conduct a sensitivity analysis of the portfolio.
- Assist in studies and evaluations to assess technology affordability and develop strategies for technologies for promoting the investment portfolio mix to better drive Naval affordability.
- Assist Code 33 Program Officers in evaluating technical progress and plans in S&T programs, make recommendations for coordinating, augmenting, changing emphasis of, or broadening scope of, S&T programs as a result of visits, attendance at meetings, and general surveys of relevant technologies.
- Support transition of ONR-developed technology by preparing information and documentation required to describe and implement the technology and identify and exploit opportunities to describe and publish in appropriate journals, magazines, and other media the results and value of the programs conducted by ONR.

3.0 PERSONNEL QUALIFICATIONS

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3.1 General Personnel Requirements

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. ONR requires contractors with a diverse set of management and technical abilities to assist in technical formulation and execution of S&T programs; to assist in conducting program and operational assessments; and to work both independently and within a team environment.

All contractors provided must also:

- Communicate, clearly and effectively, complex issues verbally and in writing.
- Be a US Citizen.
- Possess a SECRET level security clearance at time of award unless a higher level is stated in Section 3.2 “Specific Personnel Requirements & Qualifications.”
- Monitor and report on project activities and resources to mitigate risk throughout the project life cycle.
- Perform a variety of duties concerned with assisting in the evaluation of the effectiveness of different ONR programs and operations.
- Be proficient in the use of commercial software packages such as Microsoft Office (in particular Word, Power Point, Project, Outlook and Excel) and Sharepoint.
- It is estimated that 50% of the required support will not be physically working at ONR. However, even 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 a minimum of one (1) day notice with no additional cost to the government. Part time positions may have travel to ONR covered on a case by case basis.

3.2 Specific Personnel Requirements & Qualifications

Position 1: Senior Program Engineer/Scientist/Team Lead

This position is intended to provide both working level support and overall program management of the Contractor’s team.

Qualifications:

1. Experience, Knowledge, Abilities, Certifications, and/or Clearance Requirements:

- Minimum of 10 years of recent experience managing R&D, preferably S&T, programs is required, except as discussed below.
- Prior experience as a Program Manager.
- Able to evaluate, develop and suggest improvements to analytical models, procedures and techniques.
- A demonstrated ability to communicate with senior level government and military personnel and to work effectively in a small team environment.
- Able to evaluate, develop and suggest improvements to analytical models, procedures and

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techniques.

- Capable of developing and maintaining key documents and plans that incorporate all relevant studies and analyses.
- Capable of developing and planning methodologies to analyze research programs.
- Experience in development of databases for technical and programmatic tracking of key deliverables and milestones.
- Ability to work both independently or collaboratively.
- Familiar with financial management systems and other internal work processes.
- Possession of a SECRET level security clearance at time of award with the capability of acquiring and holding a TOP SECRET clearance.
- Personal computer literacy is required.

2. Education:

- Candidates should have a Master's degree from a fully accredited institution in a technical field such as engineering or other closely related field, with 10 years of recent experience in S&T program management or a Bachelor's degree from a fully accredited institution in a technical field such as engineering or other closely related field with 15 years of recent experience in S&T program management.

3. Additional Consideration:

- Additional consideration will be given for extensive military service of a technical nature, which may be substituted for minimum years' experience requirement.

Position 2: Senior Program Engineer(s)/Scientist(s)

Qualifications:

1. Experience, Knowledge, Abilities, Certifications, and/or Clearance Requirements:

- Minimum of 10 years of experience in S&T, engineering or other related technical field is required, except as discussed below. Extensive military service of a technical nature may be substituted.
- Demonstrated experience executing or reviewing technical studies, analysis, or design activities in their technical field.
- Demonstrated ability to effectively communicate with government, military, academic technical experts, and senior-level government and military personnel.
- Ability to develop technical and strategic recommendations to achieve program objectives.
- Personal computer literacy is required.
- Possession of a SECRET level security clearance at time of award with the capability of acquiring and holding a TOP SECRET clearance.

2. Education:

- Candidates should have a Master's degree from a fully accredited institution in a technical field, relevant to ONR 33 scope of research, such as engineering or other closely related field, with 10 years of relevant experience or a Bachelor's degree from a fully accredited institution in a technical field such as engineering or other closely related field with 15 years of relevant experience.

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3. Additional Considerations:

- Additional consideration will be given for higher education levels than listed above.

Position 3: Mid-Level Program Engineer(s)/Scientist(s)

Qualifications:

1. Experience, Knowledge, Abilities, Certifications, and/or Clearance Requirements:

- Minimum of 5 years of experience in S&T, engineering or other related technical field is required, except as discussed below. Military service of a technical nature may be substituted.
- Personal computer literacy is required.

2. Education:

- Candidates should have a Master's degree from a fully accredited institution in a technical field such as engineering or other closely related field, with 5 years of relevant experience or a Bachelor's degree from a fully accredited institution in a technical field such as engineering or other closely related field with 10 years of relevant experience.

3. Additional Considerations:

- Additional consideration will be given for higher education levels than listed above.

Position 4: Junior Program Engineer(s)/Research Scientist(s)

Qualifications:

1. Experience, Knowledge, Abilities, Certifications, and/or Clearance Requirements:

- Minimum of 3 years of experience in S&T, engineering or other related technical field is required, except as discussed below. Military service of a technical nature may be substituted.
- Personal computer literacy is required.

2. Education:

- Candidates should have a Bachelor's degree from a fully accredited institution in a technical field such as engineering or other closely related field.

3. Additional Considerations:

- Additional consideration will be given for related experience within the Office of Naval Research, other DoD components, and/or advanced academic degrees.

Position 5: Subject Matter Experts (Ad Hoc)

Qualifications:

1. Experience, Knowledge, Abilities, Certifications, and/or Clearance Requirements:

- Minimum of 10 years of experience in S&T, engineering or other related technical field is required, except as discussed below. Extensive military service of a technical nature may be substituted.
- Ability to conduct special studies in area of expertise (e.g. platform technologies, electric

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propulsion, integrated structural systems, materials, control technologies, naval architecture, hull and propulsion hydromechanics, acoustic and non-acoustic signature, structural systems, maneuvering and control, control systems, sea keeping, propulsion and power systems and automation) that support mission requirements.

- Ability to prepare activity reports, briefing materials for the Senior Review Board, semi-annual reports to DoD, and other projects as assigned.
- Candidate must be able to effectively communicate orally and in writing with senior level government and military personnel.
- Possession of a SECRET level security clearance at time of award with the capability of acquiring and holding a TOP SECRET clearance.

2. Education:

- Should have a minimum of a PhD degree from a fully accredited institution in a technical field such as engineering or other closely related field with a minimum of 10 years relevant experience or a Master's degree from a fully accredited institution in a technical field such as engineering or other closely related field with a minimum of 15 years of relevant experience.

3. Additional Considerations:

- None

4.0 REPORTING REQUIREMENT AND DELIVERABLES

The following deliverables are required to support this project. Electronic submission is encouraged for all reports, unless otherwise requested by ONR.

4.1 Technical reports. The contractor shall provide evaluations, technical reports, briefing packages, other reports, memoranda and papers, as required.

ONR will specify formats as necessary. For other reports, contractor format is acceptable.

4.2 Presentation materials. The contractor shall provide presentation materials, as required.

ONR will specify formats as necessary. For other reports, contractor format is acceptable.

4.3 Program review. The contractor shall provide the written results of all Program Reviews attended. These shall include the name of the program/project being reviewed, the date and location of the review, the occasion of the review (why the review was being conducted), who was conducting the review, how the review was conducted (e.g., briefing, test, demonstration, etc.), the results of the review, any action items or decisions made as a result of the review, and any recommendations for action or follow-up, and the name of the assigned person or organization. Contractor format is acceptable. Reports shall be provided as soon as possible after the completion of the program review, but no later than 30 days after completion.

Contractor format is acceptable, with written approval on format from the Contracting Officer Representative (COR).

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4.4 Individual travel reports. 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. 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.

Contractor format is acceptable, with written approval on format from the Contracting Officer Representative (COR).

4.5 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 provided to ONR quarterly. Contractor format is acceptable.

4.6 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/en/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.

4.7 Quality Control Plan. The Contractor shall provide quality control plan to the COR within 60 days after contract award. This report shall define policies and procedures for managing productivity, quality, and cost control.

4.8 Enterprise-Wise 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

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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>.

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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	3/2/2015 - 3/1/2016
7001	3/2/2015 - 3/1/2016
7100	3/2/2016 - 3/1/2017
7101	3/2/2016 - 3/1/2017
9000	3/2/2015 - 3/1/2016
9001	3/2/2015 - 3/1/2016
9100	3/2/2016 - 3/1/2017

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

7200	3/2/2017 - 3/1/2018
7201	3/2/2017 - 3/1/2018
7300	3/2/2018 - 3/1/2019
7301	3/2/2018 - 3/1/2019
7400	3/2/2019 - 3/1/2020
7401	3/2/2019 - 3/1/2020
9200	3/2/2017 - 3/1/2018
9300	3/2/2018 - 3/1/2019
9400	3/2/2019 - 3/1/2020

1. The support services performed under the Base Period (CLINs 7000, 9000 and 7001) shall be performed from 2 MAR 2015 through 1MAR 2016.

2. The support services performed under the Option for Year 2 (CLINs 7100, 9100 and 7101) shall be performed from 2 MAR 2016 through 1 MAR 2017.

3. If exercised, the support services performed under the Option for Year 3 (CLINs 7200, 9200 and 7201) shall be performed from 2 MAR 2017 through 1 MAR 2018.

4. If exercised, the support services performed under the Option for Year 4 (CLINs 7300, 9300 and 7301) shall be performed from 2 MAR 2018 through 1 MAR 2019.

5. If exercised, the support services performed under the Option for Year 5 (CLINs 7400, 9400 and 7401) shall be performed from 2 MAR 2019 through 1 MAR 2020.

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.

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7. Place of Performance

Work will be performed at the Office of Naval Research and company site locations as estimated in the Summary of Labor Categories and Hours Table in Section L, paragraph 1.2.3.2 (a) (1).

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.

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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

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(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>
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Issue By DoDAAC	<u>N00014</u>
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Admin DoDAAC	<u>S2404A</u>
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Inspect By DoDAAC	<u>N/A</u>
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Ship To Code	<u>N/A</u>
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Ship From Code	<u>N/A</u>
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Mark For Code	<u>N/A</u>
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Service Approver (DoDAAC)	<u>S2404A</u>
---------------------------	---------------

Service Acceptor (DoDAAC)	<u>N/A</u>
---------------------------	------------

Accept at Other DoDAAC	<u>N/A</u>
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LPO DoDAAC	<u>N/A</u>
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DCAA Auditor DoDAAC	<u>HAA722</u>
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Other DoDAAC(s)	<u>N/A</u>
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(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Not applicable

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following

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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 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) It is hereby understood and agreed that 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 2 MAR 2015 through 1 MAR 2016 .

(c) It is hereby understood and agreed that CLIN 7001 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 7001 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 2 MAR 2015 through 1 MAR 2016 .

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(d) It is hereby understood and agreed that 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 2 MAR 2016 through 1 AUG 2016 .

(e) It is hereby understood and agreed that CLIN 7101 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 7101 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 2 MAR 2016 through 1 JULY 2016 .

(f) It is hereby understood and agreed that CLIN 9000 will not exceed a total amount of [REDACTED] (no fixed fee). The total amount presently available for payment and allotted to CLIN 9000 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 MAR 2015 through 1 MAR 2016.

(g) CLIN 9001 if fully funded.

(h) It is hereby understood and agreed that 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 is [REDACTED]. It is estimated that the amount allotted of [REDACTED] will cover the period from 2 MAR 2016 through 1 JULY 2016.

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 and Material & Handling (if applicable) without profit or fee. Purchases of items (other than

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consumable materials or supplies) must be approved in advance by the Contracting Officer's Representative (COR). All travel must be approved (7 days) in advance by the Contracting Officer's Representative (COR). The total ODC amount is Not-to-Exceed (NTE) [REDACTED] per 12-month period of performance.

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 the Government for disposal at the end of the 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.

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 Other Direct Costs (Other than Travel and Per Diem)

ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however the ODC and Travel cost total cannot exceed the NTE amount stated in Section G, paragraph 3.1.

3.1.3 Subject Matter Experts (SMEs)

SMEs will be reimbursed at cost plus any applicable indirect rates and fee or profit. All SMEs must be approved in advance by the Contracting Officer's Representative (COR). The total SME amount is not to exceed \$1,288,000 (excluding proposed fixed fee) per 12-month period of performance. ONR Tripwire guidance applies to SMEs.

3.1.4 Parking and Local Transportation

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

3.1.5 Conference and Meeting Space

Throughout the performance of the technical tasks/requirements, the contractor may be required to identify a space for meetings/conferences. The contractor should have access to meeting space that can accommodate events for up to 50 attendees. Offerors can either allow for utilization of meeting space as an indirect charge or a direct charge. However, if charged as a direct cost the offeror must increase the ODC amount in Section G.3.1 to cover any expenses related to

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providing the meeting space for this award. .

It is preferred that the space be within ten (10) driving miles from the ONR headquarters location in Arlington, VA. Additional consideration will be given to classified meeting space, particularly TOP SECRET facility availability.

Contractor personnel shall be located in both ONR provided contractor space within Code 33 spaces at ONR, and contractor site(s), preferably located within a ten mile radius of the ONR facility located at One Liberty Center, 875 North Randolph Street, Arlington, VA 22203.

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.

3.1.6 Printing and High Speed High Volume Duplicating

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

3.1.7 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 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

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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 and Data Protection

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to perform one, or several of the following actions: have access, receive and or generate classified information up to the Top Secret level. Contractor facilities used in support of this effort must have (*or: be eligible to receive*) a Top Secret facility clearance level (FCL) with Safeguarding eligibility up to the Top Secret level (*if safeguarding requirements are applicable*). Offerors are not required to have Top Secret safeguarding at the time of award. However, if during the performance of this effort, the access requirements are upgraded, a revised DD254 will be issued to support the elevated access requirement prior to the contractor personnel accessing, receiving and or generating information. For personnel, a minimum clearance of Secret is required for all labor categories unless a higher level is stated within the Personnel Qualifications sections of this solicitation. The Personnel Qualifications section of this solicitation lists the personnel labor categories, with clearance requirements described therein. A DD Form 254 (Department of Defense Contract Security Classification Specification) (Attachment 3) will be required prior to access or production of any classified information. Additionally, the contractor is required to safeguard any 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) (Attachment 1) as outlined in Section L of this solicitation.

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. This information shall be included with Volume III (Cost/Price) either as its own a separate attachment, within the Volume III cover page, or any other document (except Attachment Number 5: Cost Proposal Spreadsheet) submitted with Volume III that has cost narrative. 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

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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. 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 L. Simmons, ONR 254, (703) 696-7827,

E-Mail Address: tracie.simmons@navy.mil

Inspection and Acceptance – Ms. Susan Adams, ONR 33, (703) 588-2218,

Security Matters – Ms. Torri Powell, ONR 43, (703) 696-8177, E-Mail Address:

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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.

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

The COR for this contract is: Ms. Susan Adams

Code: 33

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

The Alternate COR for this contract is: N/A

Code: 33

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

22203-1995

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

CLIN Period	Hours Per Period
Base Period for Year 1	
CLIN 7000 – Labor	
CLIN 7001 – SME	
Base Period Total	
Option for Year 2	

[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] [REDACTED] [REDACTED]

[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

This is a 100% Small Business Set aside.

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

The Office of Naval Research conforms to public holidays 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/Operating_Status_Schedules/fedhol/2014.asp . 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.

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.

4.0 ACCOUNTING SYSTEM

In accordance with FAR 16.301-3(a), a cost-reimbursement contract may be used only when the contractor's accounting system is adequate for determining costs applicable to the contract. The Contractor's accounting system must be determined "adequate" for cost-reimbursement contracts prior to task order award. This accounting system requirement will not be reviewed as part of a

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determination as to whether a perspective contractor is responsible in accordance with FAR Part 9.104-1. But rather, an offeror's ability to demonstrate its accounting system is adequate for determining costs applicable to the contract is a specific task order requirement that will be part of the determination as to whether an offeror's proposal is responsive to the solicitation. If ONR is able to make an award without discussions for this task order solicitation, it does not intend to request DCAA accounting system audits to verify an offeror's compliance with this requirement due to the limited resources and length of time it takes DCAA to perform an accounting system audit.

5.0 TELEWORK

Telework may be approved on a limited basis under circumstances approved by the COR or ACOR. 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 in accordance with the company's telework policy, at no additional cost to the government, and not detrimental to contract performance.

The following are examples of telework conditions that might be approved when practical, to ensure Continuity of Operations (COOP).

- **When the U.S. federal government's Office of Personnel Management (OPM) authorizes the closure of the federal government in the Washington DC metropolitan area due to inclement weather or a man-made or natural disaster.**
- **Restricted access to ONR headquarters facilities and/or extended interruption to IT services.**
- **As deemed necessary on a case by case basis (situational).**

Each contractor must present in advance of working from home or from its corporate offices a written telework agreement outlining a work plan that includes a list of tasks and projects that will be done during the telework period, the number of man-hours expected to be executed on each task/project and the method of reporting the accomplishments daily. The telework agreement must be approved in writing by the COR or ACOR and the contractor's employer. During approved telework periods, contractors are authorized to use appropriate government furnished equipment (if applicable) to accomplish specific tasks outlined in work plan.

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SECTION I CONTRACT CLAUSES

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

ADDITIONAL FAR AND DFARS 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.")
FAR 52.223-5	Pollution Prevention and Right-to-Know Information (AUG 2003) (applicable if contract provides for performance, in whole or in part, on a federal facility)
DFARS 252.204-7000	Disclosure of Information (DEC 1991) (Applies when the Contractor will have access to or generate unclassified information that may be sensitive and inappropriate for release to the public)
DFARS 252.204-7012	Safeguarding of unclassified controlled technical information (NOV 2013)
DFARS 252.215-7002	Cost Estimating System Requirements (DEC 2006) (Applicable only to contract actions awarded on the basis of certified cost or pricing data)

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SECTION J LIST OF ATTACHMENTS

Attachment 1: Non-Disclosure Agreement (NDA)

Attachment 2: Quality Assurance Plan (QASP)

Attachment 3: Department of Defense Contract Security Classification Specification (DD Form 254)

Attachment 4: COR Appointment Letter