

ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-08-D-5561				2. DELIVERY ORDER NO. JM01		3. EFFECTIVE DATE 2010 Sep 30		4. PURCH REQUEST NO. N/A		5. PRIORITY Unrated					
6. ISSUED BY NAVFAC SOUTHEAST Bldg. 902 P.O. Box 143 Jacksonville FL 32212-0143				CODE N69450		7. ADMINISTERED BY NAVFAC SOUTHEAST Bldg. 902 P.O. Box 143 Jacksonville FL 32212-0143				CODE N69450					
9. CONTRACTOR R & D Training and Technical Services, Inc. 1112 Jensen Dr., Suite 101 Virginia BEach VA 23451				CODE 36EA1		FACILITY 181625539		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS					
								<input checked="" type="checkbox"/> SMALL		<input type="checkbox"/> SMALL DISADVANTAGED					
								12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		<input type="checkbox"/> WOMEN-OWNED					
								13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G							
14. SHIP TO See Section D				CODE		15. PAYMENT WILL BE MADE BY DFAS Cleveland Anthony J. Celebrezze Federal Building, 1240 East 9th Street Cleveland OH 44199-2055				CODE N68732					
										MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER															
DELIVERY/ CALL		<input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.													
PURCHASE		Reference your _____ furnish the following on terms specified herein.													
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
R & D Training and Technical Services, Inc.						David President									
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule															
18. ITEM NO.															
19. SCHEDULE OF SUPPLIES/SERVICES															
20. QUANTITY ORDERED/ ACCEPTED *															
21. UNIT															
22. UNIT PRICE															
23. AMOUNT															
See Schedule															
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.															
24. UNITED STATES OF AMERICA										25. TOTAL		\$84,380.00			
BY: /s/Dawn M Brown										09/21/2010		26. DIFFERENCES			
												CONTRACTING/ORDERING OFFICER			
27a. QUANTITY IN COLUMN 20 HAS BEEN															
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS					
f. TELEPHONE						g. E-MAIL ADDRESS		31. PAYMENT		32. PAID BY					
								PARTIAL		33. AMOUNT VERIFIED CORRECT FOR					
								FINAL							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT		COMPLETE		34. CHECK NUMBER					
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				PARTIAL		35. BILL OF LADING NO.							
						FULL									
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.					

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GENERAL INFORMATION

The period of performance is **30 SEP 10 - 29 SEP 11**.
One (1) option period – **30 SEP 11 -29 SEP 12**

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
5000	ENGINEERING TECHNICIAN BLOUNT ISLAND (O&MN,N)	2000.0 LH	[REDACTED]	[REDACTED]
5001	OVERTIME AS ALLOWED BY STATEMENT OF WORK (O&MN,N)	300.0 LH	[REDACTED]	[REDACTED]
5002	TRAVEL AS ALLOWED BY STATEMENT OF WORK (O&MN,N)	1.0 Lot	[REDACTED]	[REDACTED]
5003	OPTION PERIOD ONE - ENGINEERING TECHNICIAN BLOUNT ISLAND (O&MN,N) Option	2000.0 LH	[REDACTED]	[REDACTED]
5004	OPTION PERIOD ONE - OVERTIME AS ALLOWED BY STATEMENT OF WORK (O&MN,N) Option	300.0 LH	[REDACTED]	[REDACTED]
5005	OPTION PERIOD ONE - TRAVEL AS ALLOWED BY STATEMENT OF WORK (O&MN,N) Option	1.0 Lot	[REDACTED]	[REDACTED]

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK (SOW) FOR ENGINEERING TECHNICIAN

SCOPE.

Under this task order, the contractor will independently provide support services to satisfy the overall operational objectives of the execution of NAVFAC Southeast's broad and diverse mission of facilitating inter-governmental operational requirements. This position will provide engineering technician support to the FEAD Mayport office located in Mayport, FL. The primary objective is to provide contractor services and deliverables through performance of an Engineering Technician.

ORGANIZATION. Naval Facilities Engineering Command, Southeast, Jacksonville, FL

TASKS/SERVICES. The contractor shall:

- Maintaining extensive, daily contact with key contractor representatives to promote an atmosphere of partnering and cooperation and to quickly resolve problems and maintain construction schedule
- Coordinating temporary utility and communication hook-ups for contractor
- Coordinating lay-down area and storage areas as required
- Coordinating utility outages and road closures
- Coordinating excavation, hot work, burn and other construction-related permits as required
- Acting as main point of contact for daily Supported Command interface/coordination in the field
- Supporting collateral equipment installation and phone/data/communication connections
- Assisting with coordination of warranty work if requested by facility owner/occupant
- Assisting with investigation of potential latent defects
- Installing cores, key facility and turnover keys to owner/occupant
- Coordinating facility system training for owner/occupants/PW shops personnel
- For both design-bid-build and design-build projects, reviewing pre-final contract drawings and specifications (including technical RFPs) and performing on-site visits to review constructability and compatibility with actual field conditions. During design development and constructability review, provide technical knowledge of local conditions including availability of construction materials and skilled labor. For problems found, make solution recommendations for designer consideration.

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- Assisting with coordination of groundbreaking ceremony
- Actively participate in partnering sessions depending on the nature and scope of the construction contract. Facilitate effective relationships and processes between contractors, Supported Command, and government team members
- Attending and assisting with issues discussed during the post-award kickoff meeting (as applicable) and pre-construction conference, as well as all other mandatory meetings
- Supporting the review/approval of all government approved technical and administrative submittals including but not limited to the schedule of prices, contractor's baseline critical path schedule, accident prevention plan, activity hazard analyses, safety and health plan, quality control plan, test plans/reports, performance verification tests of major systems, etc.
- Investigating engineering problems that may arise on construction contracts, such as unforeseen conditions, contractor requests for information (RFIs), and dimension conflicts. Make recommendations for solutions to the CM
- Assisting in coordinating the delivery, storage, and use of government furnished equipment
- Supporting preliminary scheduling meeting and review 3-week look ahead schedules. Review updates of the baseline schedule with the CM to determine if contractor is ahead, on or behind. Review the critical activities to ensure the work on the construction contract remains focused on completion in the most reasonable time. Participate in the bi-weekly look-ahead meetings with the contractor to review project scheduling problems or concerns
- Reviewing contractor invoices for accuracy against actual work-in-place. Recommend approval/disapproval/partial payment to CM
- Reviewing, endorsing and annotating as required contractor daily reports
- Assuring environmental compliance by contractor and coordinate EPA jobsite visits when required
- Reviewing and verifying the accuracy of as-built drawings on at least a monthly basis
- When applicable, coordinating with CM and issue non-compliance notice to contractor
- Supporting the processing of claims/disputes/protests/termination actions as required
- Supporting the commissioning and NAVFAC Red Zone processes.
- Arranging and coordinating pre-final and final acceptance inspections
- Tracking completion of punchlist items
- Supporting the close-out process including delivery of as-built drawings, warranties, O&M manuals, and spare parts turnover

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- Supporting ribbon cutting events
- Participating, as requested, in FEC-sponsored Construction Assist Visits (CAV's)
- Guiding contractors on pre-award site visits
- Assisting in the facilitation and coordination of access passes/badges for contractor personnel, vehicles, and equipment including secured areas
- Supporting CM and CS team in the modification process including assistance with government estimates/proposal reviews and negotiations. Provide "field" level evaluation of contractor's proposal for constructability, hidden costs, alternative methods, etc.
- Ensure safety information, labor law information and all other required administrative information is properly posted at the jobsite
- Support issuance/lifting of work suspensions
- Ensuring official contractor correspondence and submittals are included in the contract file
- Support preparation of contractor performance evaluation in CCASS
- When requested, provide and update necessary data for corporate reporting systems such as ieFACMAN (interoperable enterprise Facilities Management system). Use information technology (IT) tools effectively in performance of duties as set forth in applicable BMS sections
- In conjunction with the CM, review Activity Hazard Analyses (AHAs) and ensure these are discussed by the prime contractor and their respective subcontractors prior to beginning each work activity or when a new work crew is to perform the work in accordance with the three phases of QC
- In conjunction with the CM, review and provide recommendations towards acceptance of Accident Prevention Plan and actively enforce compliance by the contractor
- In conjunction with the CM, review and provide recommendations towards acceptance of Crane Critical Lift Plans along with crane operation qualifications and certificate of compliance. Incumbent must be familiar with crane safety requirements and NAVFAC P-307 (Management of Weight Handling equipment). Observe critical lifts.
- Securing/coordinating road and utility outages
- Ensure contractor conducts weekly tool box safety meetings and attend on a periodic basis to ensure effectiveness
- Ensure contractor is conducting monthly site safety self-evaluations and submitting the information with the pay vouchers/invoices; Perform worksite safety assessments
- Taking appropriate, timely action to ensure contractor compliance of safety and health requirements, including leading safety stand-downs as required and recommending dismissal of key contractor staff

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due to non-performance or recurring violations

- Coordinate OSHA jobsite visits
- Support reporting of contractor significant incidences/near misses, mishap investigations and the preparation of the report
- Provide overall coordination of the construction quality management program for assigned projects. Maintain working knowledge of the requirements set forth in NAVFAC BMS as it pertains to Construction Quality Management.
- In conjunction with the CM, review and provide recommendations towards approval of contractor quality control plan
- Attend coordination and mutual understanding meeting, selected quality control, preparatory and initial meetings, and monitor three-phase checklists for accuracy and thoroughness
- Prepare and administer the government QA plan on assigned projects and prepare government QA reports. Ensure critical definable features of work are included
- Take/file/distribute progress photos
- When allowed in the contract, verify quantity, condition, security, and insurance for payment of approved materials and equipment not stored on jobsite/Government property
- Validate quantity, condition, and approval of materials on site prior to invoice payments
- Coordinate support to review and witness successful testing and commissioning/certification of critical systems (ie. mechanical-HVAC/TABS/DALTS/DDC, electrical-Pad Mounted Transformers/High-Voltage Systems/Switchgear/Automatic Transfer Switches/Frequency Converters, fire and life safety/fire protection systems, roofing systems, and underwater structures). Assure quality workmanship in accordance with specifications and industry standards on concrete/masonry/stucco/structural steel/bolting/welding and other building materials/structural systems as required
- Ensure contractor certifies as required boilers and other pressure vessels, vertical transport systems, and crane systems
- Attend/witness selected tests and review all applicable test reports and results

DELIVERABLES.

- 95% of the requirements above should be submitted on time and accurate.

CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED. The contractor must have:

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- Extensive technical and practical knowledge, and experience as an Engineering Technician
- Sound understanding of engineering concepts, principles and practices applicable to civil, mechanical, electrical, and/or environmental engineering concerned with the design, layout, and supervision of construction operations
- Ability to review technical engineering specifications and statements of work covering complex and diverse engineering designs or changes
- Thorough knowledge of construction practices and methods as well as construction management
- Ability to write and speak to report on progress and outcome of technical assignments and to present recommendations to CM
- Ability to monitor construction projects to a successful and timely completion
- Knowledge of Primavera SureTrak scheduling software and/or other construction scheduling software packages
- Knowledge of safety and occupational health principles, practices, procedures, laws and regulations as they relate to engineering performance requirements
- This individual will not serve on Technical Evaluation Boards, Price Evaluation Boards or Source Selection Boards as a voting or advisory member without first receiving approval for the use of advisory and assistance services by the NAVFAC Acquisition proponent IAW NFAS 37.203. In addition, this individual will not be assigned as a Contracting Officer's Authorized Representative.
- Associate Degree in a construction related field is recommended.
- United States Citizenship Required

PERIOD OF PERFORMANCE.

The period of performance is **30 SEP 10 - 29 SEP 11.**

One (1) option period – **30 SEP 11 -29 SEP 12**

PLACE OF PERFORMANCE.

The place of performance is **Blount Island, FL and/or NAS Mayport, FL.**

OPERATIONAL HOURS.

Work will be performed 40 hours per week during on an **evening shift (1700 – 0300)**, Monday-Friday, excluding Federal holidays.

OVERTIME.

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Overtime is authorized. The number of overtime hours allowed is **300**.

SAFETY ISSUES.

GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED. Government will furnish government badge and hard hat. Safety shoes will be provided by the employee.

SECURITY CLEARANCE/POLICE CHECK/DRIVING RECORD CHECK.

Use of government vehicle in the execution of duties - In accordance with Federal Acquisition Regulation (FAR), contractors cannot use government vehicles unless contractor has motor vehicle liability insurance to cover bodily injury and property damage to protect the contractor and the Government against third-party claims arising from the use of GSA Fleet vehicles. Contractor shall provide to the Contracting Officer any required documents as set forth in FAR Subpart 51.2 prior to operating a government vehicle.

Work under this task order is UNCLASSIFIED. The contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.).

Travel may be required. The contractor may be required to travel to other locations in support of the tasks described in this statement of work. Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Project Officer that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Federal Travel Regulation (FTR).

Travel is authorized up to \$1,500.00

TASK TYPE.

Labor-Hour

NON-PERSONAL SERVICE STATEMENT.

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance

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Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

GOVERNMENT PROJECT OFFICER.

The Government Project Officer will provide general instructions on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.

All Questions prior to task order award MUST BE submitted through the SEAPORT PORTAL.

Post-Award Technical Representative

Todd Trulock, PM&E Branch Head
Phone: (904) 270-2304 DSN: 960
E-Mail: robert.trulock@navy.mil

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SECTION D PACKAGING AND MARKING

N/A

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SECTION E INSPECTION AND ACCEPTANCE

N/A

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

5000	9/30/2010 - 9/29/2011
5001	9/30/2010 - 9/29/2011
5002	9/30/2010 - 9/29/2011

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

5003	9/30/2011 - 9/29/2012
5004	9/30/2011 - 9/29/2012
5005	9/30/2011 - 9/29/2012

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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SECTION G CONTRACT ADMINISTRATION DATA

SUBMISSION OF INVOICES

In accordance with DFAR CLAUSE 252.232-7003 (JAN 2004) the contractor shall submit invoicing electronically through Wide Area Work Flow (WAWF). Facsimile, e-mail, and scanned documents are not acceptable electronic forms.

Task Order Manager
Dawn M Brown, ACQ
Bldg 902 P.O.Box 30
Jacksonville, FL 32212-0030
dawn.m.brown@navy.mil
904-542-6156

5252.232-9301 INVOICING PROCEDURES ELECTRONIC (FEB 2009)

(a) In accordance with DFARS Clause 252.232-7003 titled "Electronic Submission of Payment Requests", this contract/order requires use of the DoD Wide Area Workflow (WAWF) system for the submission of invoices. This web-based system, located at <https://wawf.eb.mil>, provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.

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

(c) Within ten (10) days after award, the designated CCR EBPOC is responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988. Once the company's CAGE code is activated, the CCR EBPOC must self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

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

Initial Document Creation requires the following:	
Contract Number	N00178-08-D-5561
Delivery Order Number	JM01
Cage Code/Ext	36EA1
Pay DoDAAC	1Y1U9
Document Type	'Navy Construction / Facilities Management Invoice'

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On the WAWF "Header Tab" the following is required:	
Issue Date	21 SEP 09
Issue By DoDAAC	N69450
Admin By DoDAAC	N69450
Inspect By DoDAAC/Ext	"LEAVE BLANK"
Ship To Code/Ext or Service Acceptor	N69450
Ship From Code/Ext	"LEAVE BLANK"
LPO DoDACC	N69450
Once Submitted, select "Send More Email Notifications"	
Accountable Official Email Address	dawn.m.brown@navy.mil

The NAVFAC WAWF point of contact for this contract is Dawn M. Brown and can be reached at dawn.m.brown@navy.mil.

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore "_" which is an acceptable character. There is NO maximum to the number of files that can be attached to an invoice, however EACH file is limited to a maximum file size UNDER 2 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to "Send More Email Notifications." Select "Send More Email Notification" and add additional email addresses noted above in the first email address blocks. This additional notification to the Government is important to ensure that the specific acceptor/receiver is aware the invoice documents have been submitted into WAWF.

(f) If you have any questions regarding WAWF, please contact the WAWF helpdesk at 866-618-5988 or the NAVFAC WAWF point of contact identified above in section (d).

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Accounting Data
SLINID  PR Number      Amount
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5000
LLA :
AA 17  10101804 KU2N 0252 62470 8 068732 2D S3C50Q AA004GBAX010

5001
LLA :
AA 17  10101804 KU2N 0252 62470 8 068732 2D S3C50Q AA004GBAX010

5002
LLA :
AA 17  10101804 KU2N 0252 62470 8 068732 2D S3C50Q AA004GBAX010
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BASE Funding
Cumulative Funding
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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECURITY REQUIREMENT

The following is required for all DoD contractor employees working in Government facilities.

DOD 5200.08-R/C3.3: "The CAC shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces".

DOD 5200.08-R/C3.3.1.2: "A National Agency Check with Inquiries (NACI) or equivalent national security clearance (e.g. National Agency Checks including credit check (NACLIC)) is required for permanent issuance of the credential. The credential may be issued upon favorable return of the FBI fingerprint check, pending final favorable completion of the NACI/equivalent, based on a commander/director risk management decision. An individual holding a valid national security clearance shall not require an additional submission of the NACI/equivalent."

SECNAV M-5510.30/9-24,6: "Commands will include the FAD (facility access determination) program requirements in contract specifications when trustworthiness determinations will be required on the contractor employees". In this case the FAD program requirement is a CAC now required by the regulation above.

The contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order.

The contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

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SECTION I CONTRACT CLAUSES

STANDARD CLAUSES CONTAINED IN BASIC MAC SHALL APPLY

09RA 52.217-9 – OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

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SECTION J LIST OF ATTACHMENTS