

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
J

PAGE OF PAGES
1 3

2. AMENDMENT/MODIFICATION NO.
09

3. EFFECTIVE DATE
27-Jul-2017

4. REQUISITION/PURCHASE REQ. NO.
1300657096

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

6. ISSUED BY CODE

N66604

7. ADMINISTERED BY (If other than Item 6)

CODE S2404A

NUWC, NEWPORT DIVISION
1176 Howell Street, Building 1258
Newport RI 02841-1708

DCMA Manassas
14501 George Carter Way, 2nd Floor
Chantilly VA 20151

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Patrona Corporation dba Patrona
1919 South Eads Street, Suite 202
Arlington VA 20176-3028

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7866-N401

10B. DATED (SEE ITEM 13)

28-Sep-2016

CAGE CODE 48H29

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

- (*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- [X] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: BILATERAL: FAR 43.103(a) 'Mutual Agreement of the Parties'
- 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)

Amy Burrell

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Mary Ann Gardner, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

/s/Amy Burrell
(Signature of person authorized to sign)

27-Jul-2017

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY /s/Mary Ann Gardner
(Signature of Contracting Officer)

27-Jul-2017

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

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

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 2 of 3	FINAL
----------------------------------	---	----------------------------------	----------------	-------

GENERAL INFORMATION

Distribution: KR, 0121, DFAS-HQ0338, DCMA-S2404A, COR: 10/D. Libby

NUWCDIVNPT Control #: 173196

NUWCDIVNPT Requisition #(s): 1300657096, 1300655841

NUWCDIVNPT POC: Samantha Cogdell (See cover page for e-mail address and telephone number.)

The purpose of this modification is to:

1. Exercise Option 2 (CLIN 8191) with a Period of Performance from 08/01/2017 - 09/30/2017.
2. Exercise Option 3 (CLIN 8192) with a Period of Performance from 08/01/2017 - 09/30/2017.

Note: Services shall not be performed or invoiced on Options 2 and 3 prior to 08/01/2017.

3. Decrease the quantity of CLINs 8191 and 8192 as detailed below.
4. Decrease the total price of CLINs 8191 and 8192 as detailed below.
5. Revise the CLIN description of CLINs 8191 and 8192 as detailed below.
6. Provide additional funding.
7. Incorporate Code 01 Secretarial Desk Guide.

SECTION B -

1. Decrease the quantity of CLINs 8191 and 8192 from twelve (12) to two (2).
2. Decrease the total price of CLIN 8191 from [REDACTED] by [REDACTED] to [REDACTED] as a result of the decrease in quantity.
3. Decrease the total price of CLIN 8192 from [REDACTED] by [REDACTED] to [REDACTED] as a result of the decrease in quantity.
4. Revise the CLIN description of CLIN 8191 from '*Option 2; Code TBD; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year.*' to '*Option 2; Code 15; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 312 hours, avg. 36 hrs per week over the Period of Performance.*'
5. Revise the CLIN description of CLIN 8192 from '*Option 3; Code TBD; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year.*' to '*Option 3; Code 01; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 312 hours, avg. 36 hrs per week over the Period of Performance.*'
6. Establish new funding SLINs 819101 and 819201.

SECTION F -

1. Revise Clause HQ F-1-0003 to reflect type of funding and new Period of Performance for CLINs 8191 and 8192.

SECTION G -

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 3 of 3	FINAL
----------------------------------	---	----------------------------------	----------------	-------

1. Accounting and Appropriation Data LLAs AR/819101 and AS/819201 are added by this modification.

SECTION J -

1. Attachment 2: 'Administrative Work Center Desk Guides' has been revised and incorporated.

As a result of the above actions, the Base and Exercised Options Value is increased from [REDACTED] by [REDACTED] to [REDACTED].

As a result of the above actions, the total Base and All Options Value is decreased from [REDACTED] by [REDACTED] to [REDACTED].

All other task order terms and conditions remain unchanged.

The conformed Task Order can be found in EDA and the Seaport-e Portal.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 1 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000		Services in Accordance with the Statement of Work (see Section C). The following Fund Types are approved for use on all 8000 series CLINs: OH, SCC & RDT&E.				██████████
8100	R499	Code 02: Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO	██████████	██████████
810001	R499	AA; ██████████; Type of Funds: NUWC DIVNPT SCC; FY of Funds: N/A; Customer Code: 02; Sponsor: NUWC DIVNPT Code 02; (WCF)				
8101	R499	Code 02: Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 1500 hours per year, avg. 28.8 hrs per week over the course of the year. (WCF)	12.0	MO	██████████	██████████
810101	R499	AA; ██████████; Type of Funds: NUWC DIVNPT SCC; FY of Funds: N/A; Customer Code: 02; Sponsor: NUWC DIVNPT Code 02. (WCF)				
8110	R499	Code 00/10: Secretary III (2 FTEs) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO	██████████	██████████
811001	R499	AB; ██████████; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 10; Sponsor: NUWC DIVNPT Code 10. (WCF)				
811002	R499	AC; ██████████; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 00; Sponsor: NUWC DIVNPT Code 00. (WCF)				
8120	R499	Code 15: Administrative Assistant (2 FTEs) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO	██████████	██████████
812001	R499	AD; ██████████; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 15; Sponsor: NUWC DIVNPT Code 15. (WCF)				
8130	R499	Code 25: Secretary III (4 FTEs) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO	██████████	██████████
813001	R499	AE; ██████████; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 25; Sponsor: NUWC DIVNPT Code 25. (WCF)				
813002	R499	AF; ██████████; Type of Funds: NUWC DIVNPT SCC; FY of Funds: N/A; Customer Code: 25; Sponsor: NUWC DIVNPT Code 25. (WCF)				

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 2 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8140	R499	Code 34: Secretary III (4 FTEs) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO		
814001	R499	AG; [REDACTED]; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 34; Sponsor: NUWC DIVNPT Code 34. (WCF)				
8150	R499	Code 40: Administrative Assistant (2 FTEs) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO		
815001	R499	AH; [REDACTED]; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 40; Sponsor: NUWC DIVNPT Code 40. (WCF)				
8155	R499	Code 40: Secretary III (2 FTEs) FY17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO		
815501	R499	AH; [REDACTED]; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 40; Sponsor: NUWC DIVNPT Code 40. (WCF)				
8160	R499	Code 60: Administrative Assistant (1 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO		
816001	R499	AJ; [REDACTED]; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 60; Sponsor: NUWC DIVNPT Code 60. (WCF)				
8170	R499	Code 70: Secretary III (2 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO		
817001	R499	AK; [REDACTED]; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 70; Sponsor: NUWC DIVNPT Code 70. (WCF)				
8171	R499	Code 70: Administrative Assistant (1 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (WCF)	12.0	MO		
817101	R499	AL; [REDACTED]; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 70; Sponsor: NUWC DIVNPT Code 70. (WCF)				
8180	R499	Code 70(NUWCDETAUTEC): Administrative Assistant (1 FTE) FY 17; Full Time Equivalent (FTE) = 1716 hours, avg. 36 hrs per week over the period of performance. (RDT&E)	11.0	MO		
818001	R499	AM; [REDACTED]; Type of Funds: NUWC DIVNPT OH; FY of Funds: N/A; Customer Code: 70; Sponsor: NUWC DIVNPT Code 70. (RDT&E)				
8190	R499	Option 1; Code 25; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 792 hours, avg. 36 hrs per	5.0	MO		

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 3 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		week over the Period of Performance. (WCF)				
819001	R499	AQ; [REDACTED]; Type of Funds: NUWCDIVNPT OH; FY of Funds: N/A; Customer Code: 25; Sponsor: NUWCDIVNPT Code 25; TI: N/A (WCF)				
8191	R499	Option 2; Code 15; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 312 hours, avg. 36 hrs per week over the course of the Period of Performance. (WCF)	2.0	MO	[REDACTED]	[REDACTED]
819101	R499	AR; [REDACTED] Type of Funds: NUWCDIVNPT OH; FY of Funds: N/A; Customer Code: 15; Sponsor: NUWCDIVNPT Code 15; TI: N/A (WCF)				
8192	R499	Option 2; Code 01; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 312 hours, avg. 36 hrs per week over the course of the Period of Performance. (WCF)	2.0	MO	[REDACTED]	[REDACTED]
819201	R499	AS; [REDACTED]; Type of Funds: NUWCDIVNPT OH; FY of Funds: N/A; Customer Code: 01; Sponsor: NUWCDIVNPT Code 01; TI: N/A (WCF)				
8193	R499	Option 4; Code TBD; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	[REDACTED]	[REDACTED]
8194	R499	Option 5; Code TBD; Secretary III (1 FTE) FY 17; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	[REDACTED]	[REDACTED]
8195	R499	Option 6; Code 15; Administrative Assistant (1 FTE) FY 17; Full Time Equivalent (FTE) = 1728 hours, avg. 36 hrs per week over the Period of Performance. (WCF)	11.0	MO	[REDACTED]	[REDACTED]
819501	R499	AN; [REDACTED]; Type of Funds: NUWCDIVNPT OH; FY of Funds: N/A; Customer Code: 15; Sponsor: NUWCDIVNPT Code 15. (WCF)				
8196	R499	Option 7; Code 70; Administrative Assistant (1 FTE) FY 17; Full Time Equivalent (FTE) = 1116 hours per year, avg. 36 hrs per week over the course of the Period of Performance. (WCF)	7.0	MO	[REDACTED]	[REDACTED]
819601	R499	AP; [REDACTED]; Type of Funds: NUWCDIVNPT OH; FY of Funds: N/A; Customer Code: 70; Sponsor: NUWCDIVNPT Code 70. (WCF)				
8200	R499	Option 8; Code 02; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	[REDACTED]	[REDACTED]

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 4 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8201	R499	Option 9; Code 02; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1500 hours per year, avg. 28.8 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8210	R499	Option 10; Code 00/10; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8211	R499	Option 11; Code 00/10; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8220	R499	Option 12; Code 15; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8221	R499	Option 13; Code 15; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8230	R499	Option 14; Code 25; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8231	R499	Option 15; Code 25; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8232	R499	Option 16; Code 25; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8233	R499	Option 17; Code 25; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 5 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Option				
8240	R499	Option 18; Code 34; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8241	R499	Option 19; Code 34; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8242	R499	Option 20; Code 34; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8243	R499	Option 21; Code 34; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8250	R499	Option 22; Code 40; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8251	R499	Option 23; Code 40; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8252	R499	Option 120; Code 40; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8253	R499	Option 121; Code 40; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8260	R499	Option 24; Code 60; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 6 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		year. (Fund Type - TBD)				
		Option				
8270	R499	Option 25; Code 70; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8271	R499	Option 26; Code 70; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8272	R499	Option 27; Code 70; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8280	R499	Option 28; Code 70(NUWCDETAUTEC); Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8290	R499	Option 29; Code TBD; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8291	R499	Option 30; Code TBD; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8292	R499	Option 31; Code TBD; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8293	R499	Option 32; Code TBD; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8294	R499	Option 33; Code TBD; Secretary III (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 7 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		hrs per week over the course of the year. (Fund Type - TBD)				
		Option				
8295	R499	Option 34; Code TBD; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8296	R499	Option 35; Code TBD; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8300	R499	Option 36; Code 02; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8301	R499	Option 37; Code 02; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1500 hours per year, avg. 28.8 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8310	R499	Option 38; Code 00/10; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8311	R499	Option 39; Code 00/10; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8320	R499	Option 40; Code 15; Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8321	R499	Option 41; Code 15; Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 8 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8330	R499	Option 42; Code 25; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8331	R499	Option 43; Code 25; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8332	R499	Option 44; Code 25; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8333	R499	Option 45; Code 25; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8340	R499	Option 46; Code 34; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8341	R499	Option 47; Code 34; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8342	R499	Option 48; Code 34; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8343	R499	Option 49; Code 34; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8350	R499	Option 50; Code 40; Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 9 of 53	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Option				
8351	R499	Option 51; Code 40; Administrative Assistant (1 FTE) FY 18; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8352	R499	Option 122; Code 40; Secretary III (1 FTE) FY 19: Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8353	R499	Option 123; Code 40; Secretary III (1 FTE) FY 19: Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8360	R499	Option 52; Code 60; Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8370	R499	Option 53; Code 70; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8371	R499	Option 54; Code 70; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8372	R499	Option 55; Code 70; Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8380	R499	Option 56; Code 70(NUWCDETAUTEC); Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8390	R499	Option 57; Code TBD; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type -	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 10 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		TBD)				
		Option				
8391	R499	Option 58; Code TBD; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8392	R499	Option 59; Code TBD; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8393	R499	Option 60; Code TBD; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8394	R499	Option 61; Code TBD; Secretary III (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8395	R499	Option 62; Code TBD; Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8396	R499	Option 63; Code TBD; Administrative Assistant (1 FTE) FY 19; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8400	R499	Option 64; Code 02; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8401	R499	Option 65; Code 02; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1500 hours per year, avg. 28.8 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8410	R499	Option 66; Code 00/10; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg.	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 11 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		36 hrs per week over the course of the year. (Fund Type - TBD)				
		Option				
8411	R499	Option 67; Code 00/10; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8420	R499	Option 68; Code 15; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8421	R499	Option 69; Code 15; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8430	R499	Option 70; Code 25; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8431	R499	Option 71; Code 25; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8432	R499	Option 72; Code 25; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8433	R499	Option 73; Code 25; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8440	R499	Option 74; Code 34; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 12 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8441	R499	Option 75; Code 34; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8442	R499	Option 76; Code 34; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8443	R499	Option 77; Code 34; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8450	R499	Option 78; Code 40; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8451	R499	Option 79; Code 40; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8452	R499	Option 124; Code 40; Secretary III (1 FTE) FY 20: Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8453	R499	Option 125; Code 40; Secretary III (1 FTE) FY 20: Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8460	R499	Option 80; Code 60; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8470	R499	Option 81; Code 70; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 13 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Option				
8471	R499	Option 82; Code 70; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8472	R499	Option 83; Code 70; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8480	R499	Option 84; Code 70(NUWCDETAUTEC); Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8490	R499	Option 85; Code TBD; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8491	R499	Option 86; Code TBD; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8492	R499	Option 87; Code TBD; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8493	R499	Option 88; Code TBD; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8494	R499	Option 89; Code TBD; Secretary III (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8495	R499	Option 90; Code TBD; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 14 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		year. (Fund Type - TBD)				
		Option				
8496	R499	Option 91; Code TBD; Administrative Assistant (1 FTE) FY 20; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8500	R499	Option 92; Code 02; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8501	R499	Option 93; Code 02; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1500 hours per year, avg. 28.8 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8510	R499	Option 94; Code 00/10; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8511	R499	Option 95; Code 00/10; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8520	R499	Option 96; Code 15; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8521	R499	Option 97; Code 15; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8530	R499	Option 98; Code 25; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8531	R499	Option 99; Code 25; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 15 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		hrs per week over the course of the year. (Fund Type - TBD)				
		Option				
8532	R499	Option 100; Code 25; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8533	R499	Option 101; Code 25; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8540	R499	Option 102; Code 34; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8541	R499	Option 103; Code 34; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8542	R499	Option 104; Code 34; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8543	R499	Option 105; Code 34; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8550	R499	Option 106; Code 40; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8551	R499	Option 107; Code 40; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 16 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8552	R499	Option 126; Code 40; Secretary III (1 FTE) FY 21: Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8553	R499	Option 127; Code 40; Secretary III (1 FTE) FY 21: Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8560	R499	Option 108; Code 60; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8570	R499	Option 109; Code 70; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8571	R499	Option 110; Code 70; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8572	R499	Option 111; Code 70; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8580	R499	Option 112; Code 70(NUWCDETAUTEC); Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8590	R499	Option 113; Code TBD; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD) Option	12.0	MO	██████████	██████████
8591	R499	Option 114; Code TBD; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 17 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Option				
8592	R499	Option 115; Code TBD; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8593	R499	Option 116; Code TBD; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8594	R499	Option 117; Code TBD; Secretary III (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8595	R499	Option 118; Code TBD; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				
8596	R499	Option 119; Code TBD; Administrative Assistant (1 FTE) FY 21; Full Time Equivalent (FTE) = 1872 hours per year, avg. 36 hrs per week over the course of the year. (Fund Type - TBD)	12.0	MO	██████████	██████████
		Option				

NOTE: All CLINs are inclusive of Senior Technical Representative (STR) support.

The following Clauses are incorporated by Full Text:

HQ B-2-0022 CONTRACT SUMMARY FOR PAYMENT OFFICE (FIXED PRICE) (FEB 1997)

This entire contract is fixed price.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 18 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

1.0 BACKGROUND

The Naval Undersea Warfare Center, Division Newport (NUWC DIVNPT) provides research, development, test and evaluation, analysis, engineering and fleet support for submarines, autonomous underwater systems, undersea offensive and defensive weapons systems and countermeasures associated with undersea warfare. The various organizational elements at NUWC DIVNPT require administrative support services.

2.0 SCOPE

The Contractor shall provide administrative services in support of Administrative Work Centers (AWCs) for Departments located on the NUWC DIVNPT campus and the Naval Undersea Warfare Center Detachment Atlantic Undersea Test and Evaluation Center (NUWCDETAUTEC) located in W. Palm Beach, Florida. This requirement falls within the scope of the SeaPort-e basic contract paragraph number 3.21 and shall be funded using Research, Development, Test and Evaluation (RDT&E), Overhead and Service Cost Center funding. The contractor shall provide administrative services for the following tasks, as detailed further in the Desk Guides:

- Front desk operations
- Document Preparation and Handling
- Filing and File Retrieval
- Duplication
- Processing and Handling of Unclassified Mail
- Processing and Handling of Classified Mail
- Data Processing
- Scheduling and Tracking

Codes authorized to use this task order are NUWC DIVNPT Codes 00, TD, 01, 02, 10, 15, 25, 34, 40, 60, 70 and 85.

All administrative tasks under this task order shall be performed at NUWC DIVNPT and NUWCDETAUTEC. Contractor Senior Technical Representative (STR) work shall be performed offsite and onsite; however, no Government work space or Government Equipment (GE) will be provided to the STR. The Contractor shall perform administrative tasks with GE and Government Furnished Information (GFI). The Contractor shall use Microsoft Office and Common Message Processor, Message Editor on Government Furnished Naval Marine Corps Intranet (NMCI) computers to prepare, revise, edit, update and save correspondence, presentations, databases and Naval messages as detailed in the desk guides.

3.0 APPLICABLE DOCUMENTS

The contractor shall comply with the following Government directives, manuals, instructions, polices and guides:

Number Title

- 3.1 SECNAV M-5216.5, Department of the Navy Correspondence Manual
- 3.2 SECNAV M-5210.2, Department of the Navy Standard Subject Identification Code (SSIC) Manual
- 3.3 SECNAV M-5210.1, Department Of The Navy Records Management Program
- 3.4 NUWC DIVINST 5216.1H, Preparation of Division Correspondence, Including Electronic and Facsimile Correspondence
- 3.5 NUWC DIVNPTINST 5000.3M, Signing of Official Correspondence
- 3.6 NUWC DIVNPTINST 5500.4B with CH-2 NUWC DIVNPT Security Manual
- 3.7 NUWC DIVNPT 5200.4G, NUWC DIVNPT Publications and Presentations Guide
- 3.8 NTP 3 Supplement IF, Naval Telecommunications Procedures
- 3.9 OPNAVINST 5218.7C, Navy Official Mail Management Instructions
- 3.10 Department of Defense Directive 5230.24, Distribution Statements on Technical Documents.
- 3.11 Desk Guides for each AWC location
- 3.12 DoD 5400.11-R Department of Defense Privacy Program
- 3.13 DoD Manual Number 5200.01 Volume 4; DoD Information Security Program: Controlled Unclassified

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 19 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Information (CUI)

- 3.14 NUWCDIVNPTINST 2700.1D, Mail System, Including Electronic and Facsimile Mail
- 3.15 NUWCDIVNPTINST 5720.5B, NUWCDIVNPT Public affairs Policy and Responsibilities, dated 10 July 2000.
- 3.16 NUWCDIVNPT "By Direction Notice/Instruction"
- 3.17 NUWCDIVNPTINST 12000.2 dated 9 January 2004; Timekeeping, Work Schedule, Pay, and Leave Policies and Procedures
- 3.18 Guides/Instructions applicable to individual AWC Desk Guides

4.0 REQUIREMENTS

The contractor shall provide administrative services and operate the Administrative Work Centers (AWCs) onsite at NUWCDIVNPT and NUWCDETAUTEC as detailed in the Statement of Work and applicable Desk Guides. Telework is not authorized under this task order.

AWCs are sites at various locations throughout NUWCDIVNPT where contractor employees perform services. One AWC is located at NUWCDETAUTEC. AWCs are physically separate from Government employee workspace, are in proximity to the designated Government POC, and include all furnishings, supplies and equipment necessary for performance of the tasks.

AWCs are located within the following NUWCDIVNPT Codes:

- Code 00-TD/10 – Technical Director/Corporate Operations
- Code 01 – Comptroller Department
- Code 02 – Contracts Department
- Code 15 – Sensors and SONAR Systems
- Code 25 – Undersea Warfare Combat Systems
- Code 34 – Undersea Warfare Electromagnetic Systems
- Code 40 – Platform & Payload Integration
- Code 60 – Undersea Warfare Mission Engineering and Analysis
- Code 70 – Ranges, Engineering & Analysis
- NUWCDETAUTEC

Desk Guides will provide the specific details for the individual AWCs including how the work will be accomplished within the AWC and identifying Government points of contract (POCs) and the organizational element (Code) applicable to the AWC location. The Contractor shall adhere to the Desk Guide (Applicable Document 3.11) for each AWC when performing Statement of Work (SOW) tasking. In the event of a conflict between the Desk Guide and the SOW, the SOW shall have precedent over the Desk Guide.

The Contractor shall clearly identify the AWC as contractor workspace with a prominent sign displaying the Contractor's and Contractor-employees' names. The Contractor employees shall identify themselves as a Contractor employee when answering the phone by using a greeting such as "This is ABC Company answering for NUWCDIVNPT Code (specific Code number)". The STR shall report problems or potential problems regarding the physical space or Government property to the Contracting Officer's Representative (COR).

Personal services are defined in FAR 2.101. Under no conditions are Government personnel allowed to request personal services; additionally, contractors are prohibited from performing personal services. If the Contractor believes it is being directed to perform services in violation of the FAR (see 2.101 and 37.104), the Contractor's STR shall notify the COR. The COR shall notify the Contracting Officer and Department Head secretary to ensure proper direction is provided to Government employees to ensure compliance with regulations.

4.1 Front Desk Operations

In accordance with Applicable Documents (3.6, 3.8, 3.11, and 3.12) and using GE/GFI, the contractor shall provide front desk and receptionist services.

4.1.1 The Contractor shall answer incoming telephone calls and either relay the call, take a message or forward the caller to the appropriate voicemail.

4.1.2 The Contractor shall greet visitors, determine the nature of their visit, and direct them to cognizant Government personnel.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 20 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

4.1.3 The Contractor shall document and deliver telephone messages, keep a record of telephone calls, provide information to callers and visitors, and maintain visitor logs.

4.1.4 The Contractor shall maintain building Muster Lists.

4.1.5 The Contractor shall monitor the paper and toner levels for printers, copier, and fax machines; and inform the Government POC if service calls or supplies are required.

4.1.6 The Contractor shall inventory and organize office supplies and provide a list of recommended consumable office supplies for order to the Government POC.

4.1.7 The Contractor shall maintain telephone trees (recall lists) using GFI for the assigned AWC area of support.

4.2 Document Preparation and Handling

In accordance with Applicable Documents (3.1- 3.6, and 3.11- 3.13), and using GE/GFI, the Contractor shall provide document preparation, editing and handling services.

4.2.1 The Contractor shall create, type, merge, revise, update, format, proofread, serialize, print, prepare, and route documents, presentations, Naval Messages, and correspondence using GFI including handwritten and marked-up materials, sketches, draft electronic documents, previous electronic versions, and databases.

4.2.2 The Contractor shall mark, file, transfer, distribute Controlled Unclassified Information (CUI), Personally Identifiable Information (PII) and Classified materials.

4.2.3 The Contractor shall type, merge, revise, update, format, proofread, serialize, print, and prepare CLASSIFIED GFI on GE approved for classified material at the security level of the GFI being processed.

4.2.4 The Contractor shall gather highlights from Government employees, review to verify acronyms in the highlights are spelled out and forward to the designated Government manager.

4.3 Filing and File Retrieval

In accordance with Applicable Documents (3.2, 3.3, 3.6, and 3.11- 3.13), the Contractor shall file and retrieve GFI.

4.3.1 The Contractor shall file GFI in existing filing systems identified at each AWC. The Contractor shall maintain various types of filing systems and individual files.

4.3.2 The Contractor shall file GFI on a continuing and frequent basis that prevents a backlog of filing exceeding two days.

4.3.3 The Contractor shall label, mark, sort, index, file and retrieve GFI to and from existing physical and electronic files in accordance with existing methods and processes within each AWC.

4.3.4 The Contractor shall establish new physical and electronic files and filing systems consistent with the existing filing methods and processes within each AWC.

4.3.5 The Contractor shall label, mark, sort, index, file and retrieve CLASSIFIED GFI to and from storage containers approved for CLASSIFIED at the level of the GFI being processed.

4.4 Duplication

In accordance with Applicable Documents (3.2, 3.3, 3.6, 3.7, and 3.10- 3.13), the Contractor shall duplicate and distribute GFI, using GE within the AWC.

4.4.1 The Contractor shall copy, duplicate, scan, and collate GFI.

4.4.2 The Contractor shall assemble and bind GFI in Government Furnished Material (GFM) (e.g. presentation folders, comb binding, multi-ring binders, or a method identified in Desk Guides).

4.4.3 The Contractor shall only duplicate CLASSIFIED material on GE approved for the duplication of classified material at the level of the GFI being duplicated.

4.5 Processing and Handling of Unclassified Mail

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 21 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

In accordance with Applicable Documents (3.2, 3.3, 3.6, and 3.11- 3.13), the Contractor shall package and prepare GFI for distribution or mailing, both internal and external to NUWC DIVNPT.

4.5.1 Using GFM and GE, the Contractor shall package, wrap, address or otherwise prepare GFI for distribution.

4.5.2 The Contractor shall deliver the outgoing mail to the specified outgoing mail location for each AWC.

4.5.3 The Contractor shall sort and distribute incoming mail.

4.6 Processing and Handling of CLASSIFIED mail

In accordance with Applicable Documents (3.1 - 3.7, and 3.9- 3.11), the Contractor shall prepare CLASSIFIED GFI for distribution or mailing.

4.6.1 The Contractor shall prepare mailing labels, forwarding letters, and custody receipt forms.

4.6.2 The Contractor shall maintain CLASSIFIED document logs.

4.6.3 The Contractor shall hand deliver CLASSIFIED GFI to NUWC control points (Secret Control, CLASSIFIED Document Library, Security, Mail Room).

4.7 Data Processing

In accordance with Applicable Documents (3.3, 3.6, 3.7, and 3.10 - 3.13), the Contractor shall enter, verify and retrieve data, and create and print reports from existing Government databases.

4.7.1 The Contractor shall enter GFI for Temporary Duty (TDY) orders, vouchers, local vouchers and training requests in the Defense Travel System (DTS). Government personnel will provide all relevant information associated with their training requirement such as location of training event, course information, continuous learning objective, advanced degree, DAWIA etc., and appropriate charge number.

4.7.2 The Contractor shall enter GFI visit requests in the Joint Personnel Adjudication System (JPAS) including researching Security Management Office (SMO) Codes and POCs and confirming receipt with the receiving activity.

4.7.3 The Contractor shall enter timekeeping data provided as GFI into the Enterprise Resource Planning (ERP) system, print ERP timekeeping reports, and report any discrepancies to Government POC.

4.7.4 The Contractor shall enter new purchase requisitions for Military Standard Requisitioning and Issue Procedures MILSTRIP and micro-purchases (purchases less than \$3,500) into ERP.

4.8 Scheduling and Tracking

In accordance with Applicable Documents (3.3, 3.6, 3.7, and 3.10- 3.13), the Contractor shall schedule meetings and reserve conference rooms.

4.8.1 The Contractor shall access electronic calendars in Outlook and schedule meetings and reserve conference rooms. The Contractor shall not open any auto forwarded message received from a Government employee; all such events shall be immediately reported to the STR.

Contractors shall not make decisions on what day or time to schedule a meeting or reserve a conference room. The Government employee will provide the specific information.

Examples of requests:

- “Reserve conference room A, on Friday, May 12th from 1300- 1430” is ACCEPTABLE
- “Schedule a reoccurring meeting with my Branch in conference room C, from 1000-1130, on the third Monday of the month” is ACCEPTABLE
- “Find a conference room and schedule a meeting with employees A, B and C sometime next week” is UNACCEPTABLE

4.8.2 The Contractor shall enter Leave and TDY schedules for Government employees, provided as GFI, into the Department’s calendar(s).

5.0 Government Furnished Information

GFI in addition to the following, will be identified in the Desk Guides:

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 22 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- Message Address Directory
- NUWC DIVNPT Technical Document 6032, Acronyms, Abbreviations, and Initialisms
- Dictionary of Technical Terms
- Dictionary of Naval Abbreviations

6.0 Quality Surveillance & Performance Standards

The Government will monitor the contractor's task performance per the Performance Requirements Summary Table (PRST), Attachment #4.

The following Clauses are incorporated by Full Text:

CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA) LANGUAGE (OCT 2012)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Naval Undersea Warfare Center Division, Newport, RI (N66604) via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

HQ C-2-0002 ACCESS TO PROPRIETARY DATA OR COMPUTER SOFTWARE (NAVSEA) (JUN 1994)

(a) Performance under this contract may require that the Contractor have access to technical data, computer software, or other sensitive data of another party who asserts that such data or software is proprietary. If access to such data or software is required or to be provided, the Contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the proprietary data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains proprietary. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the Contractor has agreement(s).

(b) The Contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other Contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with the spirit and intent of this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the Contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.

(c) The restrictions on use and disclosure of the data and software described above also apply to such information received from the Government through any means to which the Contractor has access in the performance of this contract that contains proprietary or other restrictive markings.

(d) The Contractor agrees that it will promptly notify the Contracting Officer of any attempt by an individual, company, or Government representative not directly involved in the effort to be performed under this contract to gain access to such proprietary information. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 23 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(e) The Contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "Contractor" where appropriate.

(f) Compliance with this requirement is a material requirement of this contract.

HQ C-2-0014 CONTRACTOR'S PROPOSAL (NAVSEA) (MAR 2001)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in

Staffing and Management Plan contained within the Contractor's proposal dated **12 MAY 2016** in response to NAVSEA solicitation No. **N00024-16-R-3074**.

(b) The technical volume(s) of the Contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-8) clause of this contract. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the Contractor's proposal referenced herein is hereby designated as item (f) of the clause, following "the specification" in the order of precedence.

HQ C-2-0032 INFORMATION AND DATA FURNISHED BY THE GOVERNMENT - ALTERNATE II (NAVSEA) (SEP 2009)

(a) NAVSEA Form 4340/2 or Schedule C, as applicable, Government Furnished Information, attached hereto, incorporates by listing or specific reference, all the data or information which the Government has provided or will provide to the Contractor except for

(1) The specifications set forth in Section C, and

(2) Government specifications, including drawings and other Government technical documentation which are referenced directly or indirectly in the specifications set forth in Section C and which are applicable to this contract as specifications, and which are generally available and provided to Contractors or prospective Contractors upon proper request, such as Federal or Military Specifications, and Standard Drawings, etc.

(b) Except for the specifications referred to in subparagraphs (a)(1) and (2) above, the Government will not be obligated to provide to the Contractor any specification, drawing, technical documentation or other publication which is not listed or specifically referenced in NAVSEA Form 4340/2 or Schedule C, as applicable, notwithstanding anything to the contrary in the specifications, the publications listed or specifically referenced in NAVSEA Form 4340/2 or Schedule C, as applicable, the clause entitled "GOVERNMENT PROPERTY" (FAR 52.245-1) or "GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES " (FAR 52.245-2), as applicable, or any other term or condition of this contract.

(c)(1) The Contracting Officer may at any time by written order:

(i) delete, supersede, or revise, in whole or in part, data listed or specifically referenced in NAVSEA Form 4340/2 or Schedule C, as applicable; or

(ii) add items of data or information to NAVSEA Form 4340/2 or Schedule C, as applicable;
or

(iii) establish or revise due dates for items of data or information in NAVSEA Form 4340/2 or Schedule C, as applicable.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 24 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(2) If any action taken by the Contracting Officer pursuant to subparagraph (c)(1) immediately above causes an increase or decrease in the costs of, or the time required for, performance of any part of the work under this contract, the contractor may be entitled to an equitable adjustment in the contract amount and delivery schedule in accordance with the procedures provided for in the "CHANGES" clause of this contract.

HQ C-2-0034 MINIMUM INSURANCE REQUIREMENTS (NAVSEA) (SEP 1990)

In accordance with the clause of this contract entitled "INSURANCE--WORK ON A GOVERNMENT INSTALLATION" (FAR 52.228-5), the Contractor shall procure and maintain insurance, of at least the kinds and minimum amounts set forth below:

(a) Workers' Compensation and Employer's Liability coverage shall be at least \$100,000, except as provided in FAR 28.307(a).

(b) Bodily injury liability insurance coverage shall be written on the comprehensive form of policy of at least \$500,000 per occurrence.

(c) Automobile Liability policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 25 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the cognizant Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the Contracting Officer, the Government may terminate this contract for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 26 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

HQ C-2-0059 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (AUG 1994)

If, during the performance of this or any other contract, the contractor believes that any contract contains outdated or different versions of any specifications or standards, the contractor may request that all of its contracts be updated to include the current version of the applicable specification or standard. Updating shall not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the contract.

C21 PERSONNEL QUALIFICATIONS (JAN 2012)

(a) Qualifications. The Contractor shall provide personnel having the minimum levels of professional/technical experience and education specified for each labor category in Attachment #5, Personnel Qualifications Sheets. Specialized experience shall have been obtained in the areas indicated by the labor qualifications and the Statement of Work. In addition, Key Personnel are subject to the terms of the clause entitled, Key Personnel.

(b) Workmanship. Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

(c) Job Functions. The functions to be performed by personnel, both Key and Non-Key shall reasonably correspond to the title of the Labor Category. For example, design of electrical components may not be performed by an individual listed in the Typist labor category, nor may typist functions be performed by an individual listed in the Electrical Engineer labor category.

C25S ACCESS TO GOVERNMENT SITE (OCT 2009)

(a) Contractor personnel shall comply with all current badging and security procedures required to gain access to any Government site. Access to Naval Undersea Warfare Center Division, Newport sites may only be gained by obtaining a badge (either permanent or temporary) from the security office. Compliance with SECNAV M-5510.30, Section 9-20, FACILITY ACCESS DETERMINATION (FAD) PROGRAM is specifically required. Badges shall be issued only after completion of SF85P available at: <http://www.opm.gov/forms/index.asp>

Contractor personnel requiring a Common Access Card, access to controlled unclassified information (CUI) and/or user level access to DoN or DoD networks and information systems, system

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 27 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without control to identify and deny sensitive information, are required to have a favorably adjudicated NACLCL.

The Contractor shall ensure that Contractor personnel employed on any Government site become familiar with and obey Activity regulations. Contractor personnel shall not enter restricted areas unless required to do so and until cleared for such entry. The Contractor shall request permission to interrupt any activity roads or utility services in writing a minimum of 15 calendar days prior to the date of interruption. Contractor personnel shall wear personal protective equipment in designated areas. All contractor equipment shall be conspicuously marked for identification.

The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

(b) The contractor shall ensure that each contractor employee reads the pamphlet entitled, "Occupational Safety and Health Information for Contractors" prior to commencing performance at any NUWC DIVNPT site. This document is available under "Contractor Info" at: <http://www.navsea.navy.mil/nuwc/newport/docs/Forms/AllItems.aspx>

(c) The contractor shall ensure that each contractor employee reads the document entitled, "NUWC Environmental Policy" prior to commencing performance at any NUWC DIVNPT site. This document is available at: http://www.navsea.navy.mil/nuwc/newport/docs/EMS_EnvPolicy1.pdf

(d) The contractor shall ensure that each contractor employee who is resident at any NUWC DIVNPT site completes ISO 14001 Awareness training within 30 days of commencing performance at that site. This training is available on the ISO 14001 webpage on the NUWC DIVNPT Intranet and is also available on the NUWC Division Newport Internet site. This document is available at: http://www.navsea.navy.mil/nuwc/newport/docs/External ISO14001_2009 Training.pdf

(e) The contractor shall remove from the Government site any individual whose presence is deemed by the Commander, NUWC DIVNPT, to be contrary to the public interest or inconsistent with the best interests of national security.

C26S INFORMATION ASSURANCE – UNCLASSIFIED DOD INFORMATION ON NON-DOD INFORMATION SYSTEMS (JUL 2012)

(a) The Contractor shall ensure that unclassified DoD information it receives or produces in support of DoD activities is protected according to the information safeguards described in DoD Instruction 8582.01 – Security of Unclassified DoD Information on Non-DoD Information Systems, which is available at the following web address: <http://www.dtic.mil/whs/directives/corres/pdf/858201p.pdf>

(b) Upon request by the Government, the Contractor shall provide documentation demonstrating the safeguards the contractor has implemented to ensure the security of unclassified DoD Information.

(c) Contractor personnel that have not been briefed on DoD Instruction 8582.01 – Security of Unclassified DoD Information on Non-DoD Information Systems shall be denied access contractor systems that contain unclassified DoD information.

(d) *Subcontracts*. If the Contractor issues any subcontracts in which the subcontractor will have access to unclassified DoD information, the Contractor shall include this clause.

C57S EXCEPTION FROM ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY REQUIREMENTS (JUN 2001)

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 28 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(a) The Government has determined that this procurement is an exception to the Electronic and Information Technology (EIT) Accessibility Standards (36 C.F.R. § 1194).

(b) Notwithstanding that an exception exists, the Contractor may furnish items or services provided under this order that comply with the EIT Accessibility Standards (36 C.F.R. § 1194).

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 29 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

The following Clauses are incorporated by Full Text:

HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

- (1) name and business address of the Contractor
- (2) contract number
- (3) contract dollar amount
- (4) whether the contract was competitively or non-competitively awarded
- (5) sponsor:

(Name of Individual Sponsor)

(Name of Requiring Activity)

(City and State)

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 30 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

The following Clauses are incorporated by Reference:

52.246-4 INSPECTION OF SERVICES – FIXED PRICE (AUG 1996)

The following Clauses are incorporated by Full Text:

HQ E-1-0007 INSPECTION AND ACCEPTANCE LANGUAGE FOR SERVICES

Items: 8000 Series CLINs - Inspection and acceptance shall be made by the Contracting Officer's Representative (COR) or a designated representative of the Government.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 31 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

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

8100	10/1/2016 - 9/30/2017
8101	10/1/2016 - 9/30/2017
8110	10/1/2016 - 9/30/2017
8120	10/1/2016 - 9/30/2017
8130	10/1/2016 - 9/30/2017
8140	10/1/2016 - 9/30/2017
8150	10/1/2016 - 9/30/2017
8155	10/1/2016 - 9/30/2017
8160	10/1/2016 - 9/30/2017
8170	10/1/2016 - 9/30/2017
8171	10/1/2016 - 9/30/2017
8180	11/1/2016 - 9/30/2017
8190	5/1/2017 - 9/30/2017
8191	8/1/2017 - 9/30/2017
8192	8/1/2017 - 9/30/2017
8195	11/1/2016 - 9/30/2017
8196	3/1/2017 - 9/30/2017

The following Clauses are incorporated by Full Text:

HQ F-1-0003 PERFORMANCE LANGUAGE FOR LOE SERVICES

The Contractor shall perform the work described in Section C, at the level of effort specified in Section B, as follows:

CLIN	Option	Fund Type	Period of Performance
8100	Base	SCC	10/1/2016 - 9/30/2017
8101	Base	SCC	10/1/2016 - 9/30/2017
8110	Base	OH	10/1/2016 - 9/30/2017
8120	Base	OH	10/1/2016 - 9/30/2017
8130	Base	SCC & OH	10/1/2016 - 9/30/2017
8140	Base	OH	10/1/2016 - 9/30/2017
8150	Base	OH	10/1/2016 - 9/30/2017
8155	Base	OH	10/1/2016 - 9/30/2017
8160	Base	OH	10/1/2016 - 9/30/2017
8170	Base	OH	10/1/2016 - 9/30/2017
8171	Base	OH	10/1/2016 - 9/30/2017
8180	Base	OH	10/1/2016 - 9/30/2017
8190	Option 1	OH	05/1/2017 - 9/30/2017
8191	Option 2	OH	08/1/2017 - 9/30/2017
8192	Option 3	OH	08/1/2017 - 9/30/2017
8193	Option 4	TBD	10/1/2016 - 9/30/2017*

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 32 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

8194	Option 5	TBD	10/1/2016 - 9/30/2017*
8195	Option 6	OH	11/1/2016 - 9/30/2017
8196	Option 7	OH	03/1/2017 - 9/30/2017
8200	Option 8	TBD	10/1/2017 – 9/30/2018*
8201	Option 9	TBD	10/1/2017 – 9/30/2018*
8210	Option 10	TBD	10/1/2017 – 9/30/2018*
8211	Option 11	TBD	10/1/2017 – 9/30/2018*
8220	Option 12	TBD	10/1/2017 – 9/30/2018*
8221	Option 13	TBD	10/1/2017 – 9/30/2018*
8230	Option 14	TBD	10/1/2017 – 9/30/2018*
8231	Option 15	TBD	10/1/2017 – 9/30/2018*
8232	Option 16	TBD	10/1/2017 – 9/30/2018*
8233	Option 17	TBD	10/1/2017 – 9/30/2018*
8240	Option 18	TBD	10/1/2017 – 9/30/2018*
8241	Option 19	TBD	10/1/2017 – 9/30/2018*
8242	Option 20	TBD	10/1/2017 – 9/30/2018*
8243	Option 21	TBD	10/1/2017 – 9/30/2018*
8250	Option 22	TBD	10/1/2017 – 9/30/2018*
8251	Option 23	TBD	10/1/2017 – 9/30/2018*
8260	Option 24	TBD	10/1/2017 – 9/30/2018*
8270	Option 25	TBD	10/1/2017 – 9/30/2018*
8271	Option 26	TBD	10/1/2017 – 9/30/2018*
8272	Option 27	TBD	10/1/2017 – 9/30/2018*
8280	Option 28	TBD	10/1/2017 – 9/30/2018*
8290	Option 29	TBD	10/1/2017 – 9/30/2018*
8291	Option 30	TBD	10/1/2017 – 9/30/2018*
8292	Option 31	TBD	10/1/2017 – 9/30/2018*
8293	Option 32	TBD	10/1/2017 – 9/30/2018*
8294	Option 33	TBD	10/1/2017 – 9/30/2018*
8295	Option 34	TBD	10/1/2017 – 9/30/2018*
8296	Option 35	TBD	10/1/2017 – 9/30/2018*
8300	Option 36	TBD	10/1/2018 – 9/30/2019*
8301	Option 37	TBD	10/1/2018 – 9/30/2019*
8310	Option 38	TBD	10/1/2018 – 9/30/2019*
8311	Option 39	TBD	10/1/2018 – 9/30/2019*
8320	Option 40	TBD	10/1/2018 – 9/30/2019*
8321	Option 41	TBD	10/1/2018 – 9/30/2019*
8330	Option 42	TBD	10/1/2018 – 9/30/2019*
8331	Option 43	TBD	10/1/2018 – 9/30/2019*
8332	Option 44	TBD	10/1/2018 – 9/30/2019*
8333	Option 45	TBD	10/1/2018 – 9/30/2019*
8340	Option 46	TBD	10/1/2018 – 9/30/2019*
8341	Option 47	TBD	10/1/2018 – 9/30/2019*

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 33 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

8342	Option 48	TBD	10/1/2018 – 9/30/2019*
8343	Option 49	TBD	10/1/2018 – 9/30/2019*
8350	Option 50	TBD	10/1/2018 – 9/30/2019*
8351	Option 51	TBD	10/1/2018 – 9/30/2019*
8360	Option 52	TBD	10/1/2018 – 9/30/2019*
8370	Option 53	TBD	10/1/2018 – 9/30/2019*
8371	Option 54	TBD	10/1/2018 – 9/30/2019*
8372	Option 55	TBD	10/1/2018 – 9/30/2019*
8380	Option 56	TBD	10/1/2018 – 9/30/2019*
8390	Option 57	TBD	10/1/2018 – 9/30/2019*
8391	Option 58	TBD	10/1/2018 – 9/30/2019*
8392	Option 59	TBD	10/1/2018 – 9/30/2019*
8393	Option 60	TBD	10/1/2018 – 9/30/2019*
8394	Option 61	TBD	10/1/2018 – 9/30/2019*
8395	Option 62	TBD	10/1/2018 – 9/30/2019*
8396	Option 63	TBD	10/1/2018 – 9/30/2019*
8400	Option 64	TBD	10/1/2019 – 9/30/2020*
8401	Option 65	TBD	10/1/2019 – 9/30/2020*
8410	Option 66	TBD	10/1/2019 – 9/30/2020*
8411	Option 67	TBD	10/1/2019 – 9/30/2020*
8420	Option 68	TBD	10/1/2019 – 9/30/2020*
8421	Option 69	TBD	10/1/2019 – 9/30/2020*
8430	Option 70	TBD	10/1/2019 – 9/30/2020*
8431	Option 71	TBD	10/1/2019 – 9/30/2020*
8432	Option 72	TBD	10/1/2019 – 9/30/2020*
8433	Option 73	TBD	10/1/2019 – 9/30/2020*
8440	Option 74	TBD	10/1/2019 – 9/30/2020*
8441	Option 75	TBD	10/1/2019 – 9/30/2020*
8442	Option 76	TBD	10/1/2019 – 9/30/2020*
8443	Option 77	TBD	10/1/2019 – 9/30/2020*
8450	Option 78	TBD	10/1/2019 – 9/30/2020*
8451	Option 79	TBD	10/1/2019 – 9/30/2020*
8460	Option 80	TBD	10/1/2019 – 9/30/2020*
8470	Option 81	TBD	10/1/2019 – 9/30/2020*
8471	Option 82	TBD	10/1/2019 – 9/30/2020*
8472	Option 83	TBD	10/1/2019 – 9/30/2020*
8480	Option 84	TBD	10/1/2019 – 9/30/2020*
8490	Option 85	TBD	10/1/2019 – 9/30/2020*
8491	Option 86	TBD	10/1/2019 – 9/30/2020*
8492	Option 87	TBD	10/1/2019 – 9/30/2020*
8493	Option 88	TBD	10/1/2019 – 9/30/2020*
8494	Option 89	TBD	10/1/2019 – 9/30/2020*

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 34 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

8495	Option 90	TBD	10/1/2019 – 9/30/2020*
8496	Option 91	TBD	10/1/2019 – 9/30/2020*
8500	Option 92	TBD	10/1/2020 – 9/30/2021*
8501	Option 93	TBD	10/1/2020 – 9/30/2021*
8510	Option 94	TBD	10/1/2020 – 9/30/2021*
8511	Option 95	TBD	10/1/2020 – 9/30/2021*
8520	Option 96	TBD	10/1/2020 – 9/30/2021*
8521	Option 97	TBD	10/1/2020 – 9/30/2021*
8530	Option 98	TBD	10/1/2020 – 9/30/2021*
8531	Option 99	TBD	10/1/2020 – 9/30/2021*
8532	Option 100	TBD	10/1/2020 – 9/30/2021*
8533	Option 101	TBD	10/1/2020 – 9/30/2021*
8540	Option 102	TBD	10/1/2020 – 9/30/2021*
8541	Option 103	TBD	10/1/2020 – 9/30/2021*
8542	Option 104	TBD	10/1/2020 – 9/30/2021*
8543	Option 105	TBD	10/1/2020 – 9/30/2021*
8550	Option 106	TBD	10/1/2020 – 9/30/2021*
8551	Option 107	TBD	10/1/2020 – 9/30/2021*
8560	Option 108	TBD	10/1/2020 – 9/30/2021*
8570	Option 109	TBD	10/1/2020 – 9/30/2021*
8571	Option 110	TBD	10/1/2020 – 9/30/2021*
8572	Option 111	TBD	10/1/2020 – 9/30/2021*
8580	Option 112	TBD	10/1/2020 – 9/30/2021*
8590	Option 113	TBD	10/1/2020 – 9/30/2021*
8591	Option 114	TBD	10/1/2020 – 9/30/2021*
8592	Option 115	TBD	10/1/2020 – 9/30/2021*
8593	Option 116	TBD	10/1/2020 – 9/30/2021*
8594	Option 117	TBD	10/1/2020 – 9/30/2021*
8595	Option 118	TBD	10/1/2020 – 9/30/2021*
8596	Option 119	TBD	10/1/2020 – 9/30/2021*
8252	Option 120	TBD	10/1/2017 – 9/30/2018*
8253	Option 121	TBD	10/1/2017 – 9/30/2018*
8352	Option 122	TBD	10/1/2018 – 9/30/2019*
8353	Option 123	TBD	10/1/2018 – 9/30/2019*
8452	Option 124	TBD	10/1/2019 – 9/30/2020*
8453	Option 125	TBD	10/1/2019 – 9/30/2020*
8552	Option 126	TBD	10/1/2020 – 9/30/2021*
8553	Option 127	TBD	10/1/2020 – 9/30/2021*

* If option is exercised

TBD = To Be Determined at time of Award or exercise of option. The following fund types are approved for use on these CLINs: NWCF OH, NWCF SCC & RDT&E.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 35 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

PERIOD OF PERFORMANCE NOTE: The option periods of performance are estimated and projected for planning purposes. If the Government decides to exercise the option and the option is not exercised prior to the beginning of the option's projected performance period as outlined in the schedule, upon receipt of funds, the contracting officer will bilaterally modify the schedule. The option's performance timeframe shall be adjusted to correlate to the time frame commensurate with the exercise of the option for a period not to exceed 12 months. The overall Period of Performance of this task order shall not exceed five (5) years from the effective date of the Task Order.

F30S PLACE OF PERFORMANCE (SEP 2001)

Work will be performed at NUWCDIVNPT and the address below:

Naval Undersea Warfare Center
AUTECH Detachment
801 Clematis Street, Suite 1
West Palm Beach, FL 33401-5116

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 36 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

The following Clauses are incorporated by Full Text:

252.204-0006 Line Item Specific: Proration. (SEP 2009)

The payment office shall make payment from each ACRN in the same proportion as the amount of funding currently unliquidated for each ACRN.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(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 System for Award Management 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).

INVOICE 2-IN-1

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

DESTINATION/DESTINATION

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

reports in the system.

*Routing Data Table**

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N66604
Admin DoDAAC	S2404A
Inspect By DoDAAC	Not Applicable
Ship To Code	Not Applicable
Ship From Code	Not Applicable
Mark For Code	Not Applicable
Service Approver (DoDAAC)	N66604
Service Acceptor (DoDAAC)	Not Applicable
Accept at Other DoDAAC	Not Applicable
LPO DoDAAC	Not Applicable
DCAA Auditor DoDAAC	Not Applicable
Other DoDAAC(s)	Not Applicable

(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.*

Darlene.libby@navy.mil

Travis.Troop@navy.mil

(g) *WAWF point of contact.*

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

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 38 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

contracting activity's WAWF point of contact.

NAVSEA HW WAWF Helpdesk at WAWFHQ@navy.mil or

JERRY PALMER at 401.832.4964 or gerard.palmer@navy.mil

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

HQ G-2-0009 SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (SEP 2012)

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

G10S CONTRACTUAL AUTHORITY AND COMMUNICATIONS (JUN 2012)

(a) Functions: The Procuring Contracting Officer (PCO) for this contract is identified on the basic contract. Only the PCO can change the basic contract, and the PCO maintains primacy over the contract and all its task orders. The Contracting Officer of this Task Order is a warranted Ordering Officer of the Naval Undersea Warfare Center Division Newport. The Government reserves the right to administratively transfer authority over this task order from the individual named below to another Contracting Officer at any time.

(b) Authority: The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the Contracting Officer's. The Contractor shall not comply with any order, direction or request of Government personnel - that would constitute a change - unless it is issued in writing and signed by the Contracting Officer. No order, statement, or conduct of any Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause of this task order and no adjustment will be made in the task order price to cover any increase in charges incurred as a result thereof. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the contractor unless the Contracting Officer or basic contract PCO has issued a formal modification.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 39 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(c) The Contracting Officer is:

Name: [REDACTED]
Telephone: Commercial [REDACTED]
Fax Commercial: [REDACTED]
Email: [REDACTED]

(d) The Task Order Negotiator is:

Name: [REDACTED]
Telephone: [REDACTED]
Fax Commercial: [REDACTED]
Email: [REDACTED]

(e) Ombudsman for the Naval Undersea Warfare Center Division, Newport, RI, is:

Name: [REDACTED]
Telephone Commercial: [REDACTED]
Fax Commercial: [REDACTED]
Email: [REDACTED]

(f) The Contracting Officer's Representative (COR) for this task order is:

Name: [REDACTED]
Code: 10

Mailing Address: Naval Undersea Warfare Center Division, Newport, 1176 Howell Street, Building:
990 Room: 5 W-16, Newport, RI 02841

Telephone: [REDACTED]
Email: [REDACTED]

The COR is responsible for those specific functions assigned in the COR Appointment Letter.

(g) The Contractor's Contractual Representative is:

Name: [REDACTED]
Title: [REDACTED]
Mailing Address: [REDACTED]
E-mail Address: [REDACTED]
Telephone: [REDACTED]
Fax: [REDACTED]

(h) The Alternate Contracting Officer's Representative is:

Name: [REDACTED]
Code 1064
Mailing Address: Naval Undersea Warfare Center Division, Newport. 1176 Howell Street, Building 679 Room:
204,
Newport, RI 02841
Telephone Commercial: [REDACTED]
Email address: [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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[REDACTED] [REDACTED] [REDACTED]
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CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 42 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 43 of 53	FINAL
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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.202-9101 ADDITIONAL DEFINITIONS (MAY 1993)

As used throughout this contract, the following terms shall have the meanings set forth below:

(a) DEPARTMENT - means the Department of the Navy.

(b) REFERENCES TO THE FEDERAL ACQUISITION REGULATION (FAR) - All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.

(c) REFERENCES TO ARMED SERVICES PROCUREMENT REGULATION OR DEFENSE ACQUISITION REGULATION - All references in this document to either the Armed Services Procurement Regulation (ASPR) or the Defense Acquisition Regulation (DAR) shall be deemed to be references to the appropriate sections of the FAR/DFARS.

5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

NOTE: See Attachment #6: List of Approved Key Personnel

H24S PROHIBITION ON TELECOMMUNICATIONS (OCT 2006)

The contractor is expressly prohibited from purchasing any telecommunication devices (i.e. satellite telephones, cell phones, pagers, blackberry, two way radios, walkie-talkies, etc. or any associated accessories) without the written approval of the contracting officer on an item by item basis.

H81X TRAVEL RESPONSIBILITIES (OCT 2011)

There may be situations where contractor employees and government employees travel together in government vehicles, or in vehicles rented by the government under the terms of the U.S. Car Rental Agreement (currently available at (<http://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf>) the government has with various rental car companies. In such situations, contractor employees may only be passengers (not drivers) in such vehicles. If a contractor employee is a passenger in a government vehicle or a vehicle rented by the government, it would be on a "no additional cost to the government" basis. If a contractor employee is a passenger in a government vehicle, the contractor shall indemnify and hold the government harmless from all liability resulting from personal injury or death or damage to property which may occur as a result of such joint travel. When a contractor is a passenger in a vehicle rented by the government, liability would be limited to the terms set out in the U.S. Car Rental Agreement in

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 44 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

effect at the time of any incident.

H83S SERVICE CONTRACT ACT WAGE DETERMINATION (AUG 2008)

The applicable Service Contract Act Wage Determinations by the Secretary of Labor are provided below:

Wage Determination #: **2005-2467** Revision: **17 (as of 12/29/2015)** Area: **Rhode Island, Statewide**

Wage Determination #: **2005-2111** Revision: **1 (as of 3/31/2016)** Area: **Florida, Palm Beach**

The above Wage Determinations (WD) can be accessed from the following website:

<http://www.wdol.gov/>

Choose "Selecting WDs" from the menu. After choosing the appropriate area, answer the "prompts" as follows:

1. Were these services previously performed at this locality under an SCA-Covered contract? YES
2. Are any of the employees performing work subject to a CBA? NO
3. Are the contract services to be performed listed below as Non-Standard Services? NO
4. Were these services previously performed under an SCA wage determination that ends in an even number? Example: 1994-2104; or 1994-2114. NO

The site will provide the appropriate WD.

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 45 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

The following clauses are incorporated by reference in this task order. Applicable clauses incorporated by reference in the basic MAC contract also apply.

a. FAR:

- 52.203-3 Gratuities (APR 1984)
- 52.203-5 Covenant Against Contingent Fees (APR 1984)
- 52.203-6 Restrictions on Subcontractor Sales to the Government (SEP 2006)
- 52.203-7 Anti-Kickback Procedures (MAY 2014)
- 52.203-13 Contractor Code of Business Ethics and Conduct (OCT 2015)
- 52.203-17 Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights (APR 2014)
- 52.204-2 Security Requirements (AUG 1996)
- 52.204-9 Personal Identity Verification of Contractor Personnel (JAN 2011)
- 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2015)
- 52.204-13 System for Award Management Maintenance (JUL 2013)
- 52.209-6 Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (OCT 2015)
- 52.209-7 Information Regarding Responsibility Matters (JUL 2013)
- 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013)
- 52.209-10 Prohibition on contracting with Inverted Domestic Corporations (NOV 2015)
- 52.219-6 Notice of Total Small Business Set-Aside (NOV 2011)
- 52.219-8 Utilization of Small Business Concerns (OCT 2014)
- 52.219-14 Limitations on Subcontracting (NOV 2011)
- 52.219-28 Post-Award Small Business Program Representation (JUL 2013)
- 52.222-3 Convict Labor (JUN 2003)
- 52.222-17 Nondisplacement of Qualified Workers (MAY 2014)
- 52.222-21 Prohibition of Segregated Facilities (A{R 2015)
- 52.222-26 Equal Opportunity (APR 2015)
- 52.222-35 Equal Opportunity for Veterans (OCT 2015)
- 52.222-36 Affirmative Action for Workers with Disabilities (JUL 2014)
- 52.222-37 Employment Reports on Veterans (FEB 2016)
- 52.222-38 Compliance with Veterans' Employment Reporting Requirements (FEB 2016)
- 52.222-40 Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)
- 52.222-41 Service Contract Labor Standards (MAY 2014)
- 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (MAY 2014)
- 52.222-50 Combating Trafficking in Persons (MAR 2015)
- 52.222-54 Employment Eligibility Verification (OCT 2015)
- 52.222-55 Minimum Wages Under Executive Order 13658 (DEC 2015)
- 52.223-5 Pollution Prevention and Right-To-Know Information (MAY 2011)
- 52.223-6 Drug-Free Workplace (MAY 2001)
- 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)
- 52.224-1 Privacy Act Notification (APR 1984)
- 52.224-2 Privacy Act (APR 1984)
- 52.225-13 Restrictions on Certain Foreign Purchases (JUN 2008)
- 52.225-20 Prohibition on conducting Restricted Business Operations in Sudan - Certification (AUG 2009)
- 52.225-25 Prohibition on Engaging in Sanctioned Activities Relating to Iran-- Representation and Certification (OCT 2015)
- 52.227-1 Authorization and Consent (DEC 2007)
- 52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement (DEC 2007)
- 52.229-3 Federal, State, and Local Taxes (FEB 2013)
- 52.232-1 Payments (APR 1984)
- 52.232-19 Availability of Funds for Next Fiscal Year (APR 1984)
- 52.232-23 Assignment of Claims (MAY 2014)
- 52.232-25 Prompt Payment (JUL 2013)

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 46 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- 52.232-39 Unenforceability of Unauthorized Obligations (JUN 2013)
- 52.232-40 Providing Accelerated Payments to Small Business Subcontractors (DEC 2013)
- 52.233-1 Disputes (MAY 2014)
- 52.233-3 Protest After Award (AUG 1996)
- 52.233-4 Applicable Law for Breach of Contract Claim (OCT 2004)
- 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
- 52.237-3 Continuity of Services (JAN 1991)
- 52.242-1 Notice of Intent to Disallow Costs (APR 1984)
- 52.242-13 Bankruptcy (JUL 1995)
- 52.243-1 Changes - Fixed Price ALT I (APR 1984)
- 52.244-6 Subcontracts for Commercial Items (FEB 2016)
- 52.245-1 Government Property (APR 2012)
- 52.245-9 Use and Charges (APR 2012)
- 52.246-4 Inspection of Services - Fixed Price (AUG 1996)
- 52.246-25 Limitation of Liability-Services (FEB 1997)
- 52.249-2 Termination for convenience of the Government (Fixed-Price) (APR 2012)
- 52.249-8 Default (Fixed-Price Supply and Service) (APR 1984)

b. DFARs:

- 252.201-7000 Contracting Officer's Representative (DEC 1991)
- 252.203-7000 Requirements Relating to Compensation of Former DoD Officials (SEP 2011)
- 252.203-7001 Prohibition on Persons Convicted of Fraud or Other Defense Contract-Related Felonies (DEC 2008)
- 252.203-7002 Requirement to Inform Employees of Whistleblower Rights (SEP 2013)
- 252.203-7003 Agency Office of the Inspector General (DEC 2012)
- 252.203-7004 Display of Fraud Hotline Posters (OCT 2015)
- 252.203-7005 Representation Relating to Compensation of Former DoD Officials (NOV 2011)
- 252.204-7000 Disclosure of Information (AUG 2013)
- 252.204-7003 Control of Government Personnel Work Product (APR 1992)
- 252.204-7004 Alternate A System for Award Management (FEB 2014)
- 252.204-7005 Oral Attestation of Security Responsibilities (NOV 2001)
- 252.204-7008 Compliance with Safeguarding Covered Defense Information Controls (DEC 2015)
- 252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information (DEC 2015)
- 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2015)
- 252.204-7015 Disclosure of Information to Litigation Support Contractors (FEB 2014)
- 252.211-7007 Reporting of Government-Furnished Property (AUG 2012)
- 252.222-7006 Restrictions on the Use of Mandatory Arbitration Agreements (DEC 2010)
- 252.223-7006 Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Materials (SEPT 2014)
- 252.225-7048 Export Controlled Items (JUN 2013)
- 252.227-7025 Limitations on the Use or Disclosure of Government-Furnished Information with Restrictive Legends (MAY 2013)
- 252.232-7010 Levies on Contract payments (DEC 2006)
- 252.239-7001 Information Assurance Contractor Training and Certification (JAN 2008)
- 252.245-7001 Tagging, Labeling, and Marking of Government-Furnished Property (APR 2012)
- 252.245-7002 Reporting Loss of Government Property (APR 2012)
- 252.245-7003 Contractor Property Management System Administration (APR 2012)
- 252.245-7004 Reporting, Reutilization, and Disposal (MAR 2015)
- 252.247-7023 Transportation of Supplies by Sea (APR 2014)

The following Clauses are incorporated by Full Text:

- 52.217-7 Option for Increased Quantity - Separately Priced Line Item (MAR 1989) (NAVSEA VARIATION I) (SEP 2009)

The Government may require the delivery of the numbered line items(s)/subline item(s), identified in the Schedule as an

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 47 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

option item(s), in the quantity and at the price(s) stated in the Schedule. If more than one option exists, the Government has the right to unilaterally exercise any such options, in whole or in part up to the total quantity specified in the option item, whether or not it has exercised other options. Option(s) shall be exercised, if at all, by written or telegraphic notice(s) signed by the Contracting Officer and sent within the time(s) specified below.

Option No.	CLIN	Fund Type	Exercise Date - No Later Than
1	8190	TBD	10/1/2016
2	8191	TBD	10/1/2016
3	8192	TBD	10/1/2016
4	8193	TBD	10/1/2016
5	8194	TBD	10/1/2016
6	8195	TBD	10/1/2016
7	8196	TBD	10/1/2016
8	8200	TBD	10/1/2017
9	8201	TBD	10/1/2017
10	8210	TBD	10/1/2017
11	8211	TBD	10/1/2017
12	8220	TBD	10/1/2017
13	8221	TBD	10/1/2017
14	8230	TBD	10/1/2017
15	8231	TBD	10/1/2017
16	8232	TBD	10/1/2017
17	8233	TBD	10/1/2017
18	8240	TBD	10/1/2017
19	8241	TBD	10/1/2017
20	8242	TBD	10/1/2017
21	8243	TBD	10/1/2017
22	8250	TBD	10/1/2017
23	8251	TBD	10/1/2017
24	8260	TBD	10/1/2017
25	8270	TBD	10/1/2017
26	8271	TBD	10/1/2017
27	8272	TBD	10/1/2017
28	8280	TBD	10/1/2017
29	8290	TBD	10/1/2017
30	8291	TBD	10/1/2017
31	8292	TBD	10/1/2017
32	8293	TBD	10/1/2017
33	8294	TBD	10/1/2017
34	8295	TBD	10/1/2017
35	8296	TBD	10/1/2017
36	8300	TBD	10/1/2018
37	8301	TBD	10/1/2018
38	8310	TBD	10/1/2018
39	8311	TBD	10/1/2018
40	8320	TBD	10/1/2018

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 48 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

41	8321	TBD	10/1/2018
42	8330	TBD	10/1/2018
43	8331	TBD	10/1/2018
44	8332	TBD	10/1/2018
45	8333	TBD	10/1/2018
46	8340	TBD	10/1/2018
47	8341	TBD	10/1/2018
48	8342	TBD	10/1/2018
49	8343	TBD	10/1/2018
50	8350	TBD	10/1/2018
51	8351	TBD	10/1/2018
52	8360	TBD	10/1/2018
53	8370	TBD	10/1/2018
54	8371	TBD	10/1/2018
55	8372	TBD	10/1/2018
56	8380	TBD	10/1/2018
57	8390	TBD	10/1/2018
58	8391	TBD	10/1/2018
59	8392	TBD	10/1/2018
60	8393	TBD	10/1/2018
61	8394	TBD	10/1/2018
62	8395	TBD	10/1/2018
63	8395	TBD	10/1/2018
64	8400	TBD	10/1/2019
65	8401	TBD	10/1/2019
66	8410	TBD	10/1/2019
67	8411	TBD	10/1/2019
68	8420	TBD	10/1/2019
69	8421	TBD	10/1/2019
70	8430	TBD	10/1/2019
71	8431	TBD	10/1/2019
72	8432	TBD	10/1/2019
73	8433	TBD	10/1/2019
74	8440	TBD	10/1/2019
75	8441	TBD	10/1/2019
76	8442	TBD	10/1/2019
77	8443	TBD	10/1/2019
78	8450	TBD	10/1/2019
79	8451	TBD	10/1/2019
80	8460	TBD	10/1/2019
81	8470	TBD	10/1/2019
82	8471	TBD	10/1/2019
83	8472	TBD	10/1/2019
84	8480	TBD	10/1/2019
85	8490	TBD	10/1/2019

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 49 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

86	8491	TBD	10/1/2019
87	8492	TBD	10/1/2019
88	8493	TBD	10/1/2019
89	8494	TBD	10/1/2019
90	8495	TBD	10/1/2019
91	8496	TBD	10/1/2019
92	8500	TBD	10/1/2020
93	8501	TBD	10/1/2020
94	8510	TBD	10/1/2020
95	8511	TBD	10/1/2020
96	8520	TBD	10/1/2020
97	8521	TBD	10/1/2020
98	8530	TBD	10/1/2020
99	8531	TBD	10/1/2020
100	8532	TBD	10/1/2020
101	8533	TBD	10/1/2020
102	8540	TBD	10/1/2020
103	8541	TBD	10/1/2020
104	8542	TBD	10/1/2020
105	8543	TBD	10/1/2020
106	8550	TBD	10/1/2020
107	8551	TBD	10/1/2020
108	8560	TBD	10/1/2020
109	8570	TBD	10/1/2020
110	8571	TBD	10/1/2020
111	8572	TBD	10/1/2020
112	8580	TBD	10/1/2020
113	8590	TBD	10/1/2020
114	8591	TBD	10/1/2020
115	8592	TBD	10/1/2020
116	8593	TBD	10/1/2020
117	8594	TBD	10/1/2020
118	8595	TBD	10/1/2020
119	8596	TBD	10/1/2020
120	8252	TBD	10/1/2017
121	8253	TBD	10/1/2017
122	8352	TBD	10/1/2018
123	8353	TBD	10/1/2018
124	8452	TBD	10/1/2019
125	8453	TBD	10/1/2019
126	8552	TBD	10/1/2020

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 50 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

127	8553	TBD	10/1/2020
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52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

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

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage - Fringe Benefits

(End of Clause)

NOTE TO CONTRACTORS: EMPLOYEE CLASSES AND EQUIVALENT GOVERNMENT RATES CAN BE FOUND AT THE FOLLOWING DEPARTMENT OF LABOR AND OFFICE OF PERSONNEL MANAGEMENT WEBSITES -

EMPLOYEE CLASSES (DIRECTORY OF OCCUPATIONS):

<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>

GOVERNMENT EQUIVALENT GS LEVELS:

<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/Vers5SCAIndex.pdf>

and

OFFICE OF PERSONNEL MANAGEMENT:

<http://www.opm.gov/OCA/10tables/index.asp>

52.244-2 Subcontracts (OCT 2010)

(a) *Definitions.* As used in this clause—

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR)

“Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 51 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts: **Any new subcontractors performing a portion of the level of effort not approved in the original task order award.**

(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting -

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason certified cost or pricing data were or were not required;

(D) The extent, if any, to which the Contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (b), (c), or (d) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination -

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 52 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- (1) Of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract; or
- (3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations: [REDACTED]

CONTRACT NO. N00178-14-D-7866	DELIVERY ORDER NO. N00178-14-D-7866-N401	AMENDMENT/MODIFICATION NO. 09	PAGE 53 of 53	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECTION J LIST OF ATTACHMENTS

Attachment 1: DD Form 254 Contract Security Classification Specification, Revision No. 2, dated 20161107

Attachment 2: Administrative Work Center Desk Guides

Attachment 3: Incidental Government Property Made Available

Attachment 4: Performance Requirements Summary (PRS) Table

Attachment 5: Personnel Qualifications Sheets (PQS)

Attachment 6: List of Approved Key Personnel