

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE J	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 05	3. EFFECTIVE DATE 31-May-2011	4. REQUISITION/PURCHASE REQ. NO. N5701211RC00462	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY FISC Norfolk, Contracting Dept Norfolk 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 mark.zaccagnini@navy.mil 757-443-1296	CODE N00189	7. ADMINISTERED BY (If other than Item 6) DCMA SAN DIEGO 7675 DAGGET STREET, SUITE 200 SAN DIEGO CA 92111-2241	CODE S0514A	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) INDUS Technology, Inc 2243 San Diego Ave San Diego CA 92110		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4067-FK01
		10B. DATED (SEE ITEM 13) 01-Jun-2008
CAGE CODE 1BGW9	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.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) FAR 52.217-9, Option to Extend the Term of the Contract (MAR 2000)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Terri L McGeein, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Terri L McGeein	16C. DATE SIGNED 27-Apr-2011
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

30-105

PREVIOUS EDITION UNUSABLE

**STANDARD FORM 30** (Rev. 10-83)

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to:  
Exercise Option Year III,

Accordingly, said Task Order is modified as follows:

Increase CLIN(S): 5000AC- In support of Option Year III in accordance with attached Performance Work Statement by

6000AC- In support of Option Year III Travel by

In accordance with FAR 52.217-9, Option to Extend the Term of the Contract (MAR 2000), CLIN 5000AC and CLIN 6000AC, Option Year III is hereby exercised for the period of 01 June 2011 through 31 May 2012.

The Total amount of funds obligated to the task is hereby increased by

A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased

The total value of the order is hereby increased

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## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2000	Logistics Services and Technical Support in accordance with attached Performance Work Statement. (O&MN,N)	12.0	LM		

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000	Travel in accordance with Performance Work Statement (PWS) and Joint Travel Regulations (JTR). (O&MN,N)	1.0	Lot	
3001	Add additional funding for base year travel (O&MN,N)	1.0	Lot	

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	Contract Options				
5000AA	In support of Option Year I in accordance with attached Performance Work Statement (O&MN,N)	12.0	LM		
5000AB	In support of Option Year II in accordance with attached Performance Work Statement. (O&MN,N)	12.0	LM		
5000AC	In support of Option Year III	12.0	LM		

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in accordance  
with attached  
Performance Work  
Statement.  
(O&MN,N)

5000AD In support of 12.0 LM  
Option Year IV in  
accordance with  
Performance Work  
Statement.  
(O&MN,N)  
Option

For ODC Items:

Item	Supplies/Services Qty	Unit Est. Cost
6000	Option Year Travel	
6000AA	In support of Option Year I Travel (O&MN,N)	1.0 Lot
6000AB	In support of Option Year II Travel (O&MN,N)	1.0 Lot
6000AC	In support of Option Year III Travel (O&MN,N)	1.0 Lot
6000AD	In support of Option Year IV Travel (O&MN,N) Option	1.0 Lot

Based on prior history for the same/similar services and in consideration of the effort anticipated to be performed herein, the contractor may anticipate that contract performance could involve the following labor categories and effort for each period of performance:

Labor Category	Full Time Equivalents (FTEs)
Program Analyst	4
Logistics Management Specialists	9
Logistics Manager	3
Total	16

It should be noted that the proposed requirement is Firm Fixed Price (FFP) performance based. The effort proposed by the contractor is to be based on the work requirements detailed in the Performance Work Statement (PWS). Proposed pricing should include labor categories, hours, rates and other costs as determined by the contractor for each period of performance. The above is provided for informational purposes only.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### GENERAL INFORMATION

#### 1.0 Background

The objectives of this effort are to provide Life Cycle Management Support services for the US Navy Support Equipment Program to the Commander, Naval Air Forces Code N4212, Norfolk, Virginia. This will enable Support Equipment Controlling Authority (SECA) sufficient capability to direct and maintain all aspects of aviation support equipment management throughout the assigned Area of Responsibility (AOR).

#### 1.1 Organization to be supported:

Commander, Naval Air Forces

CODE N4212

1279 Franklin Street

Norfolk VA 23511-2494

Scope: This Performance-based Firm-Fixed Price Task Order shall include all support required to provide logistics services and technical support for the Support Equipment Controlling Authority (SECA) to maintain Support Equipment (SE) readiness throughout the assigned Area of Responsibility (AOR). To enhance the SECA's capability to direct all aspects of aviation support equipment management, the following tasks have been identified to supplement Military/Civilian personnel, optimize limited inventory and to maintain SE program inventory control.

1.1.1 Clearances. In accordance with the attached DD254 a Secret Clearance is required for on-site visits.

#### 1.2 Project Objectives and Background

1.2.1 Objective: The contractor shall perform all support required to provide logistics services and technical support to maintain Support Equipment readiness in support of the Support Equipment Controlling Authority.

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1.2.2 Background: This effort is required to enable the SECA the capability to direct and maintain all aspects of aviation support equipment management throughout the assigned AOR.

1.2.3 History of Requirement: Commander, Naval Air Forces has a requirement for contractor services to provide Logistic Services for CNAF SE and the SE Class Desk division to maintain inventory control and Fleet Readiness. Minimum tasking is required to maintain SE Readiness and Availability to support Operational Commands ashore and afloat.

1.2.4 Period of Performance: Duration of this task order is from the date of award through one year. The Government reserves the right to exercise additional option periods included in the schedule.

## 2.0 Applicable Documents:

2.1 The contractor shall comply with the applicable documents listed below:

2.1.1 NAVAIRINST 13650.1 (latest issue).

2.1.2 COMNAVAIRFORINST 13650.3 (latest issue).

2.1.3 NAVAIRINST 13680.1C Rework Instruction (latest issue).

2.1.4 COMNAVAIRFORINST 4790.2J (latest issue).

2.1.5 NAVSUP P-485 (latest issue).

## 3.0 Specific Requirements:

3.1 The contractor shall apply best commercial business, industry practices, and proven methods.

3.1.1 The contractor shall coordinate with COMMANDER NAVAL AIR FORCES (CODE N4212) as required to provide logistics services and technical support.

## 3.2 TASKS:

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NOTE: Support Equipment Resource Management Information System (SERMIS) is a user-oriented management information system developed by COMNAVAIRSYSCOM Patuxent River, MD. and maintained by SPAWAR Information Technology Center (ITC) New Orleans, LA to aid in SECA level management and production of Support Equipment (SE) allowance lists, maintenance of SE inventory and development of management lists for enhanced visibility and control of SE at the user level. Specific work related to the SERMIS effort shall include the actions identified in the following Sub-Tasks. In order to meet these requirements and address high priority-projects, these tasks have been defined to utilize the on-line-capability, pre-formatted reports and user generated reports that are provided as part of SERMIS.

**3.2.1 Support Equipment Program Analyst:** The contractor shall provide essential technical services to assist in the analysis and management of the overall COMNAVAIRFORCES Aviation Support Equipment Program. Provide technical assistance required to allow for implementation of asset procurement and distribution at Fleet activities and installation at shore facilities and per Ship Change Documents. To ensure that all services and products are generated, the following work shall be performed by this task:

3.2.1.1 Overall management of Aviation Weapons System SE logistics support and SERMIS support efforts in providing functional and technical expertise necessary to satisfy the COMNAVAIRFORCE SE Division Director objectives in ensuring the highest levels of equipment and material readiness of ashore, afloat, and deployed Navy and Marine Corps aviation units. The incumbents shall maintain an understanding of the Fleet Readiness Plan (FRP), Deployment Order requirements, Aircraft Maintenance Material Readiness List (AMMRL) Program, Support Equipment Management Information System (SERMIS), Support Equipment Management System (SEMS), Aircraft Material Condition Reporting (AMCR), Broad Arrow process, and pre-deployment aviation logistics readiness plans/milestone reporting, ashore facilities documents and Ship Change Documents (SDC), Base Closure and Realignment Commission (BRAC) documents and other policies and programs that support the missions and functions of the COMNAVAIRFORCES N4212 Division.

3.2.1.2 Provide SE program analysis and management assistance as required by the COMNAVAIRFORCE SE Division Head. Analysis may include the study of Refueling and Complex Overhaul (RCOH), New Construction Ship's Outfitting Plan (NCSOP), decommissioning and BRAC SE management processes and working with TYCOM, NAVSEA, and NAVAIR codes to identify and properly fund and finance requirements to meet schedules in off-load, rework and on-load of aviation support equipment to restore full capabilities for future air wings and battle groups. While reviewing these processes and inventory management, identify allowance deficiencies and source data errors, and liaison with NAVAIR and NAWC for correction.

3.2.1.3 Develop and draft program or project milestones, and financial, controls and maintenance documents to support the acquisition or management process decisions.

3.2.1.4 SERMIS, LAMS, AUTOSERD and other information data systems are provided by the Government, These sources will be used for extraction of data to analyze inventory levels, allowances, activity employment, future deployments, facility requirements and changes both ashore and afloat and be manipulated and reprocessed in the generation of ADHOC reports and other management reports.

3.2.1.5 Utilize available Management Information Systems (MIS) and PC based software to provide specialized SE

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management reports, SE lists and other informational type documents.

3.2.1.6 Manage contractor personnel work schedules.

3.2.1.7 Attend meetings and conferences relating to Aviation Support Equipment and its management and installation as appropriate for the purpose of mutual discussions affecting management of support equipment inside and outside the continental US as required. Prepare and present presentations on SE management related issues or processes as required by COMNAVAIRFORCE. Meetings shall be performed at various COMNAVAIRFORCE activities inside and outside the continental US as required. Attendance will be at the request at the COMNAVAIRFORCE SE Division Head. Travel and per diem cost if any will be chargeable to the Government.

3.2.1.8 Submit to the Contracting Officer Representative (COR) or Technical Point of Contact (TPOC) a bimonthly report to ensure tasks and services are accomplished per the current contract. Contents of the bimonthly report will be in accordance with the requirements of the COMNAVAIRFORCE SE Division Director. Reports will be delivered to the COR/TPOC for monitoring.

**3.2.2 SEMS Project Manager (Program Analyst):** The contractor shall provide essential technical services to develop and conduct SEMS and related system functional analysis, test, and evaluation in the management of IMRL/SE Program and assist COMNAVAIRFORCE in all phases of SERMIS support including the maintenance of proper employment data and the generation and distribution of SERMIS products to all users. Provide technical assistance and employment updates required to allow for implementation of serial number reporting, SERMIS system upgrades and employ for base realignments, operational tasking and aircraft configuration. To ensure that all services and products are generated, the following work shall be performed by this task:

3.2.2.1 Use SERMIS, LAMS, AUTOSERD and other information data systems provided by the Government, to extract data to manipulate and reprocess the generation of ADHOC reports.

3.2.2.2 Utilize available Management Information Systems (MIS) and PC based software to provide specialized SE management reports, SE lists and other informational type documents.

3.2.2.3 Develop and maintain Access and Discoverer databases; perform scheduled backups, document code, update code when necessary, and provide weekly data updates via Discoverer.

3.2.2.4 Manage contractor SEMS Program Analysts (Employment & DBA) overall production and distribution of SERMIS reports.



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3.2.2.5 Provide overall guidance and supervision of all personnel involved in the production and distribution of SERMIS products, including extensive interface with SERMIS allowancing techniques.

3.2.2.6 Coordinate production of IMRLs and SERMIS products as designated by COMNAVAIRFORCE in paperless electronic format or printed for distribution to fleet activities.

3.2.2.7 Review, verify and interpret employment update requests generated by IMRL Site Managers as determined by activity support requirements.

3.2.2.8 Compile data from MIS's for SE relating to temporary loans, transfers to or from users, identification of deficits, status in supply, status in rework, status of AWP (awaiting parts), in process of calibration, and other similar data useful in an information report.

3.2.2.9 Assist IMRL Site Managers on changes to SERMIS Master Employment data relating to deckload changes and impact on production of IMRLs and other SERMIS documents.

3.2.2.10 Present IMRL Site managers of program problems with all available evidence for corrective action. Participate in "Beta" testing of newly developed asset management programs (SERMIS, AUTOSERD, LAMS, SECA Tools, ATR, etc.) as requested and provide recommendation for necessary corrections improvements. Provide assistance and training to fleet activities in implementing new SE management software programs, resolving day-to-day operating problems and provide on site training as requested.

3.2.2.12 Submit recommended changes to correct current problems or enhance logistics management capabilities of the SERMIS system via Problem Investigation Reports (PIRs) and Program Change Requests (PCRs). Liaise with system developer to improve overall capability and efficiency of SERMIS.

3.2.2.13 Analyze staff data requirements to determine if a satisfactory SERMIS report is available or develop an ADHOC report as required.

3.2.2.14 Perform SERMIS Program Analysis tasks as necessary to meet production schedules.

3.2.2.15 Coordinate with ITC in the production of paper or electronic data file format products for NAVAIR, various fleet activities and local use based upon requirements directed by the COMNAVAIRFORCE SE Division Director.

3.2.2.16 Attend meetings and conferences relating to SEMS matters as appropriate for the purpose of mutual

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discussions affecting management of support equipment inside and outside the continental US as required. Prepare and present statistical data on SE management related systems or processes (transaction reporting, inventory management, etc.) as required by COMNAVAIRFORCE. Meetings shall be performed at various COMNAVAIRFORCE activities inside and outside the continental US as required. Attendance will be at the request at the COMNAVAIRFORCE SE Division Head. Travel and per diem cost if any will be chargeable to the Government.

**3.2.3 SERMIS Program Analyst (DBA):** The Contractor shall develop and conduct IMRL program analysis and provide technical services to review and assess logistics program requirements as related to maintenance, production and distribution of SERMIS products and information. To ensure that all products and services are generated, the following work shall be performed by this task:

3.2.3.1 Use SERMIS, AUTOSERD and other information data systems provided by the Government, to extract data to manipulate and reprocess the generation of ADHOC reports.

3.2.3.2 Utilize available Management Information Systems (MIS) and PC based software to provide specialized SE management reports, SE lists and other informational type documents.

3.2.3.3 Provide Data analysis and production of Support Equipment (SE) specialized reports.

3.2.3.4 Produce consolidated tailoring aids for "I" and "O" level activities in order to research and remove unnecessary tailoring. Determine custody code allowances are driven by organizational level tailoring vice the computed custody authorization quantity.

3.2.3.5 Download SERMIS reports and/or LAMS data files, capturing and converting various SERMIS print files and queries to disk and distribution to fleet activities via CD-ROM, electronic mail or Web Page.

3.2.3.6 Operate data reproduction equipment, scanners, and manage electronic web page when required.

3.2.3.7 Perform maintenance and updating of storage files of SERMIS output products.

3.2.3.8 Coordinate the production of reports for use with the APN-7 program utilizing data extracted from spreadsheets indication NIIN's to be discussed. Output to be provided in electronic format.

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3.2.3.9 Manage and update index and electronic archives for current APN-7 data for quick retrieval.

3.2.3.10 Maintain and update databases of naval messages related to the movement and support of IMRL and SE Program, to provide effective retrieval of needed naval messages.

3.2.3.11 Maintain database for assignment of action messages related to the movement and support of IMRL and SE Program, and provide date time group (DTG) via electronic format.

3.2.3.12 Provide technical assistance for web based applications, when dealing with the crossover between Support Equipment Management System database and the desktop interface (Databases: SERMIS, AUTOSERD).

3.2.3.13 Provide assistance in updating and maintaining of locally designed databases used within a shared environment, on network drives (Messages, DTG Assignment Automation, Message Management, and Message Lookup and Signoff).

3.2.3.14 Provide technical assistance, with updating databases. Coordinate verification of problems in order to provide accurate information to database programmers to make corrections and updates (Databases SECA Tools, IMRL Revision Database, AAI Database).

3.2.3.15 Convert documents to Adobe Acrobat format and update existing Acrobat documents for APN7, and Fleet Information provided to the fleet.

3.2.3.16 As CNAF website SE Content Owner/Manager, assist in the update and web maintenance of 8X Funding Inst, IMRL Funding Inst, CNAF 13650 Series Instruction, Rework Instruction, AAI file, SEMS Source data Database, DRP Addresses, including IMRLs and other reports as needed.

3.2.3.17 Research Invalid Cage's as needed to correct the Support Equipment Resource Management Information System (SERMIS), and the Support Equipment Management System (SEMS) to correctly identify inventoried Part Number/Cage combinations.

3.2.3.18 Convert DD200's to digital format to maintain an electronic copy in support of SERMIS remarks on survey Transaction Reports.

**3.2.4 SE Program Analyst (Employment Analysis):** The Contractor shall develop and conduct IMRL program analysis and provide technical services to review and assess logistics program requirements as related to activity employment, production and distribution of SERMIS products. To ensure that all products and services are

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generated, the following work shall be performed by this task:

3.2.4.1 Use SERMIS, AUTOSERD and other information data systems provided by the Government, to extract data to manipulate and reprocess the generation of ADHOC reports.

3.2.4.2 Utilize available Management Information Systems (MIS) and PC based software to provide specialized SE management reports, SE lists and other informational type documents.

3.2.4.3 Develop SERMIS Employment Data for IMRL (Individual Material Readiness List) production.

3.2.4.5 Submit changes in Employment Data based on deck load variations as requested by the IMRL site managers. IMRL site Managers will provide deck load changes by memo or annotated on a printed copy of the existing employment sheets.

3.2.4.6 Review files and verify accuracy of affected SERMIS data products as controlled by the current Employment Data.

3.2.4.7 Provide Data analysis and production of Support Equipment (SE) specialized reports.

3.2.4.8 Produce consolidated tailoring aids for “I” and “O” level activities in order to research and remove unnecessary tailoring. Determine custody code allowances are driven by organizational level tailoring vice the computed custody authorization quantity.

3.2.4.9 Submit request by SERMIS input for the printing of management reports through Defense Automated Printing Service (DAPS) as required for support equipment research and planning at all levels of management which serves to justify funding for new requirement procurements.

3.2.4.10 Present AMMRL Program Branch Head and Activity Managers of program problems with all available evidence for corrective action. Participate in “Beta” testing of newly developed asset management programs (SEMS, SECA Tools, etc.) as requested and provide recommendation for necessary corrections improvements.

3.2.4.11 Generate planning IMRLs in preparation for fleet deployment exercises or as requested by IMRL site managers.

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3.2.4.12 Coordinate the production/distribution of activity standard IMRLs and asset reports when request by IMRL site managers. Products shall be delivered to activities in electronic format, posted on CNAF website, or printed.

3.2.4.13 Perform maintenance of SERMIS activity information including “I” and “O” level relationships.

3.2.4.14 Monitor automated production schedule for SERMIS products and providing assistance as required to meet critical distribution schedules.

3.2.4.15 Download SERMIS reports and/or LAMS data files, capturing and converting various SERMIS print files and queries to disk and distribution to fleet activities via CD-ROM, electronic mail or Web Page.

3.2.4.16 Perform maintenance of current requirements file and accurate address file for report distribution.

3.2.4.17 Perform maintenance and updating of storage files of SERMIS output products.

3.2.4.18 Prepare packaging and labeling material for mailing with accompanying documents such as packing lists, special notices, etc., for enclosure with the products being distributed.

3.2.4.19 Coordinate the management of supplies, such as printing paper, labels, shipping materials, data disks and other items to ensure sufficient quantities are on hand to meet schedules.

**3.2.5 SERMIS Logistics Management Specialist (Transaction Records & LAMS Analysis):** The Contractor shall perform various logistics tasks related to the management, operation, evaluation and improvement of the COMNAVAIRFORCES IMRL Program. This work shall be performed within the terms and definitions described in the SEMS User’s Manual, and COMNAVAIRFORINST 13650 and 4790.2. To ensure that all services and products are provided, the following work shall be performed by this task:

3.2.5.1 Use SERMIS, LAMS, AUTOSERD and other information data systems provided by the Government, to assist

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in the management, operation and evaluation of IMRL/SE inventory.

3.2.5.2 Utilize available Management Information Systems (MIS) and PC based software to provide specialized SE management reports, SE lists and other informational type documents.

3.2.5.3 Draft naval messages to disseminate information related to the management of SE or as appropriate to respond to or direct IMRL inventory movement.

3.2.5.4 Perform special projects to include but not be limited to initial outfitting or realignment of fleet activities.

3.2.5.5 Evaluate technical data for accuracy and completeness as it relates to Fleet inventory posture. Provide evaluation and management recommendation to IMRL Site Managers for entry into the SERD or SODDAR process.

3.2.5.6 Review and evaluate inventory allocations to be consistent with fleet equipment requirements, and recommending modifications to IMRL site managers.

3.2.5.7 Coordinate with appropriate activity IMRL managers in the resolution of inventory problems and TR discrepancies as necessary.

3.2.5.8 Review and edit the input of fleet IMRL Transaction Reports (TRs) via the SERMIS inventory transaction update screen or automatic transaction reports via data file using the SECA ATR program.

3.2.5.9 Identify, research, and resolve problems arising from the TR validation process.

3.2.5.10 Coordinate with appropriate activity IMRL managers in the resolution of problems as necessary.

3.2.5.11 Enter authorization directions via the SERMIS inventory authorization or survey authorization update screens. Maintain Survey Authorization (DD-200) files as directed.

3.2.5.12 Process in-transit and on board surveys via SEMS using survey documents received from IMRL managers.

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3.2.5.13 Process SE items in inventory but not in source data via SEMS tech data update screen after review by IMRL site Managers.

3.2.5.14 Review and resolve problems associated with the input of transfer authorizations made via the authorization update screen.

3.2.5.15 Maintain a current activity annual inventory submittal records, ensure database input and follow up on off-track conditions.

3.2.5.16 Maintain informal telephone/e-mail Liaison with IMRL activities for discussions relative to improvement in IMRL/SE inventory accuracy.

3.2.5.17 Coordinate the production/distribution of IMRL supplements and other regularly produced SERMIS documents.

3.2.5.18 Submit SERMIS input requests for non-scheduled reports and LAMS data files as required.

3.2.5.19 Provide fleet activities with updated SERMIS data files for reconciliation of inaccuracies between LAMS and SEMS as requested.

3.2.5.20 Present IMRL Site managers of program problems with all available evidence for corrective action. Participate in "Beta" testing of newly developed asset management programs (LAMS, SECA Tools, ATR, etc.) as requested and provide recommendation for necessary corrections improvements. Provide assistance and training to fleet activities in implementing new SE management software programs, resolving day-to-day operating problems and provide on site training as requested.

3.2.5.21 Provide technical assistance and advice on SE inventory management. Conduct on-site technical assistance for SE inventory management improvements as recommended by the IMRL Site Manager and requested by COMNAVAIRFORCE SE Division Head.

3.2.5.22 Attendance at meetings and conferences relating to SEMS Logistics matters as appropriate for the purpose of mutual discussions affecting the management of support equipment. Prepare and conduct formal training classes on SE management related systems or processes (transaction reporting, inventory management, etc.) as required by

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COMNAVAIRFORCE. Meetings shall be performed at various COMNAVAIRFORCE activities inside and outside the continental US as required. Attendance will be at the request at the COMNAVAIRFORCE SE Division Head. Travel and per diem cost if any will be chargeable to the Government.

**3.2.6 SERMIS Logistics Management Specialist (Inventory Analysis):** The Contractor shall perform various logistics tasks related to the management, operation, evaluation and improvement of the COMNAVAIRFORCES IMRL Program. This work shall be performed within the terms and definitions described in the SEMS User's Manual and COMNAVAIRFORINST 13650 and 4790.2. To ensure that all services and products are provided, the following work shall be performed by this task:

3.2.6.1 Use SERMIS, LAMS, AUTOSERD and other information data systems provided by the Government, to assist in the management, operation and evaluation of IMRL/SE inventory.

3.2.6.2 Utilize available Management Information Systems (MIS) and PC based software to provide specialized SE management reports, SE lists and other informational type documents.

3.2.6.3 Provide the management support to fill urgent inter- and intra-SECA SE requirements, to redistribute excess and fill deficit SE assets located in fleet activities, and to update the SEMS Allowance and Master Inventory File with fleet inventory and tailoring data.

3.2.6.4 Process Fleet activity correspondence declaring urgent requirements, excess or deficit material.

3.2.6.5 Process correspondence from NAVAIR/NAVICP relating to fleet urgent requirements or excesses and use of these excesses to fill fleet deficits.

3.2.6.6 Draft naval messages as appropriate to respond to or direct IMRL inventory movement or disseminate information related to the management of SE.

3.2.6.7 Conduct evaluation and research into asset postures of appropriate activities for selected excess/deficit material and redistribution of assets as required to meet critical needs.

3.2.6.8 Periodically submit SERMIS Activity Excess/Deficit Reports to appropriate activities requesting review for accuracy and condition codes.



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3.2.6.9 Perform special projects to include but not be limited to initial outfitting or realignment of fleet activities.

3.2.6.10 Evaluate technical data for accuracy and completeness as it relates to Fleet inventory posture. Provide evaluation and management recommendation to IMRL Site Managers for entry into the SERD or SODDAR process.

3.2.6.11 Perform requirements review and upon approval of the IMRL Manager perform appropriate tailoring actions in SERMIS. Determine the need for an IMRL revision.

3.2.6.12 Review and evaluate inventory allocations to be consistent with fleet equipment requirements, and recommending modifications to IMRL site managers.

3.2.6.13 Coordinate with appropriate activity IMRL managers in the resolution of problems as necessary.

3.2.6.14 Enter authorization directions via the SERMIS inventory authorization or survey authorization update screens. Maintain Survey Authorization (DD-200) files as directed.

3.2.6.15 Request for and production of consolidated tailoring aids for “I” and “O” level activities in order to research and remove unnecessary tailoring. Determine that custody code allowances are driven by organizational level tailoring vice the computed custody authorization quantity.

3.2.6.16 Review and resolve problems associated with the input of transfer authorizations made via the authorization update screen.

3.2.6.17 Maintain informal telephone/e-mail Liaison with IMRL activities for discussions relative to improvement in IMRL/SE inventory accuracy.

3.2.6.18 Submit SERMIS input requests for non-scheduled reports and LAMS data files as required.

3.2.6.19 Provide technical assistance and advice on SE inventory management. Conduct on-site technical assistance for SE inventory management improvements as recommended by the IMRL Site Manager and requested by

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COMNAVAIRFORCE SE Division Head.

3.2.6.20 Attendance at meetings and conferences relating to SEMS Logistics matters as appropriate for the purpose of mutual discussions affecting the management of support equipment. Prepare and conduct formal training classes on SE management related systems or processes (transaction reporting, inventory management, etc.) as required by COMNAVAIRFORCE. Meetings shall be performed at various COMNAVAIRFORCE activities inside and outside the continental US as required. Attendance will be at the request at the COMNAVAIRFORCE SE Division Head. Travel and per diem cost if any will be chargeable to the Government.

**3.2.7 SERMIS Logistic Management Specialist (Rework):** The Contractor shall perform various logistics tasks related to the management, operation, evaluation and improvement of the COMNAVAIRFORCES IMRL/SE Rework Program. This work shall be performed within the terms and definitions described in the SEMS User's Manual, and COMNAVAIRFORINST 13650 and 4790.2. To ensure that all services and products are provided, the following work shall be performed by this task:

3.2.7.1 Use SERMIS, LAMS, AUTOSERD and other information data systems provided by the Government, to assist in the management, operation and evaluation of IMRL/SE Rework Program. These sources will be used for extraction of data to be manipulated and reprocessed in the generation of ADHOC reports.

3.2.7.2 Utilize available Management Information Systems (MIS) and PC based software to provide specialized SE management reports, SE lists and other informational type documents.

3.2.7.3 Draft naval messages as appropriate to respond to disseminate information related to the management of SE Rework Program.

3.2.7.4 Analyze SERMIS generated reports, prepare supporting data to be used by all management levels for SE Rework Program and to justify funding for current and projected equipment for rework.

3.2.7.5 Review and process SE Rework Requests /80 submitted by Navy and Marine Corps activities for submission into the rework program. Submit recommendations to COMNAVAIRFORCE SE Rework Program Manager for final approval.

3.2.7.6 Based upon staff requirements, utilize available Management Information Systems (MIS) and PC based software to provide specialized SE rework management reports and SE lists, and other informational type documents.

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3.2.7.7 Review and verification of accuracy of affected SERMIS Rework data products.

3.2.7.8 Provide Data analysis and production of SE Rework Program specialized reports.

3.2.7.9 Performance of a requirements review and determination as to the need for an SE rework priorities. Establish and maintain recommended Scheduled Maintenance Lists of SE for CV, CVN, L Class ships and shore-based activities.

3.2.7.10 Presentation to IMRL managers of SE Rework Program problems with all available evidence for corrective action. Assist in on site shipboard and shore site technical evaluations to provide technical assistance in the maintenance requirements of assigned SE as it relates to the SE Rework Program. Participate in special assignments as tasked by COMNAVAIRFORCE as the SE Rework Program analyst to resolve fleet SE Rework problems. Prepare reports as required.

3.2.7.11 Provide assistance to fleet activities in resolving SE Rework management problems, and provide on site technical assistance as recommended by the COMNAVAIRFORCE SE Rework Program Manager and requested by COMNAVAIRFORCE SE Division Head.

3.2.7.12 Attendance at meetings and conferences relating to SE rework matters as appropriate for the purpose of mutual discussions affecting management of IMRL/SE Rework Program. Assist COMNAVAIRFORCE SE Rework Program Manager on visits to CV, CVN and shore sites as required. Travel and per diem cost if any will be chargeable to the Government. Attendance will be at the request of the COMNAVAIRFORCE SE Division Head.

**3.2.8 SE Logistics Manager (Consultants and Technical Managers):** The contractor will provide functional and technical expertise related to assigned fixed or rotary wing aircraft models or SE systems necessary to satisfy the Support Equipment and AMMRL Division objectives in ensuring the highest levels of equipment and material readiness of ashore, afloat, and deployed Navy and Marine Corps aviation units. To ensure that all services and products are generated, and effective and efficient material and operational support to shipboard and shore aviation activities are provided, the following work shall be performed by this task:

3.2.8.1 Aid in identifying and resolving aviation logistical support issues adversely impacting operational readiness, mission accomplishment and long-term platform support objectives. The incumbents shall maintain an understanding of the Fleet Readiness Plan (FRP), Deployment Order requirements, Support Equipment Resources Management Information System (SERMIS), Support Equipment Management System (SEMS), Aircraft Material Condition Reporting (AMCR), pre-deployment aviation logistics readiness plans/milestone reporting, and other policies and programs that support the missions and functions of the CNAF N4212 Division.

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3.2.8.2 Assist in providing program management and technical support services in the areas listed below. All studies, analyses, presentations, reports, and products of these efforts shall be considered government property.

3.2.8.3 Responsible for support equipment inventory, technical performance, integrated logistic support planning, technical documentation, and logistic support for the training, operation, re-design, modification, maintenance, repair and provisioning of in-use and developmental aircraft Support Equipment (SE) at shore and sea activities in the Fleet.

3.2.8.4 Responsible for planning, direction and execution of policy development, documentation and logistics support for assigned support equipment. In the performance of assigned duties, the contractor has the authority to cross-divisional lines of responsibility. He/She performs continuing review and analysis of all information received by COMNAVAIRFOR relating to assigned programs and initiates positive corrective action to maintain maximum Fleet readiness.

3.2.8.5 Review/assess/correct and assist in the development specifications and logistic support and planning for new aircraft Support Equipment (SE) to be used in the support of COMNAVAIRFOR.

3.2.8.6 Attend and participate in critical design reviews in order to ascertain that the assigned commodities are being designed and built in accordance with the specification under which they were purchased.

3.2.8.7 Coordinate with the Naval Air Systems Command for the timely delivery of all new assigned commodities and the logistics support elements thereof in order to provide the means of support of these systems.

3.2.8.8 Provide effective and efficient control of reallocation and custody of all in-use assigned commodities in the Naval Air Forces, in such a manner as to provide deployed aircraft carriers and operational shore activities with the logistic support elements necessary to support the aircraft systems they are required to operate.

3.2.8.9 Review the design and operational effectiveness of all auxiliary equipment utilized with the assigned commodities and the authority to approve/reject the techniques employed by the use of such auxiliary equipment.

3.2.8.10 Initiate action to resolve reported technical and logistics deficiencies of assigned commodities by ensuring that the procurement or supporting agency initiates appropriate action. Review the proposed solution to ensure that fleet requirements are satisfied and follow-up the required actions until final resolution.

3.2.8.11 SERMIS, LAMS, AUTOSERD and other information data systems are provided by the Government, These sources will be used for extraction of data to analyze inventory levels, allowances, activity employment, future

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deployments and be manipulated and reprocessed in the generation of ADHOC reports.

3.2.8.12 Act as inventory manager of assigned commodities and ensure the adequacy of in-use equipment to meet current and projected fleet requirements. Review on-hand inventories as compared to computed requirements.

3.2.8.13 Develop support planning to meet fleet requirements by recommending redistribution of in-use assets and by ensuring procurement of new assets as necessary. Formulate Plans of Action and Milestones (POA&M) to meet emerging requirements and executes action accordingly.

3.2.8.14 Make regular visits to FLEET carriers and shore stations to provide direct technical assistance and advice, conduct on-site shipboard technical evaluations. Participate in special technical assignments, assigned projects, and on board ship surveys as directed by COMNAVAIRFOR. Review Maintenance Plans (MP), Operational Logistical Support Plans (OLSP), and Integrated Logistic Support Plans (ILSP) to ensure all logistic elements, i.e., training, spares provisioning, equipment maintainability and reliability, are efficiently coordinated to provide effective support to the fleet user. Participate in development of equipment maintenance plans, acts as the COMNAVAIRFORCES SE Division representative at equipment design reviews and provide priority equipment distribution to meet current and emerging fleet requirements. Act as the primary authority within COMNAVAIRFORCES to ensure the logistic planning, as manifested in MP/ILSP, is adequate to meet fleet needs.

3.2.8.15 The contractor maintains open lines of communication to ensure that operating level problems are properly documented and passed up the chain of command.

3.2.8.16 The contractor initiates action to resolve reported logistics deficiencies and technical difficulties on assigned programs by ensuring that the procurement or supporting agency initiates appropriate action. Review proposed solution to ensure that Fleet requirements are satisfied and follow-up the required actions until final resolution. Failure to recognize the criticality of equipment deficiencies and failure to ensure the development of timely corrective action programs will result in reduced Fleet aircraft readiness and/or aircraft mission capability.

3.2.8.17 Attendance at meetings and conferences relating to cognizant weapons system matters as appropriate for the purpose of mutual discussions affecting acquisition, testing and management of support equipment inside and outside the continental US as recommended by the COMNAVAIRFORCES SE Class Desk. Travel and per diem cost if any will be chargeable to the Government. Attendance will be at the request at the COMNAVAIRFORCE SE Division Head.

#### 4.0 Government and Contractor Furnished Items and Services:

4.1 Government Furnished Items (GFI) and Services: CODE N4212 will provide the access to government facilities,

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equipment, and personnel as required to execute the tasks. The Government will provide the Contractor with appropriate office space, software, and supplies. The work will be performed in government workspaces.

4.2 Navy will approve all "Contractor's Orders" to facilitate contractor personnel access to all U.S. Government facilities that the contractor will visit. Navy will provide a POC at each site visited for visit coordination, data collection assistance, base and building access passes and escort, as required.

4.3 All reports, briefing materials, work product, plans and other material will be prepared in contractor's standard, commercial style format.

Deliverable	Format	Delivery Date
Monthly Status Reports	Summary of work completed in the previous month	Day 5 of the following month
Trip/Meeting Reports	As directed by Task Order Manager	5 <sup>th</sup> working day following the event

5.0  
Travel:

The contractor shall conduct all travel in accordance with FAR 31.205-46, Travel Cost, Federal Travel Regulations, and Joint Travel Regulations. The contractor shall be reimbursed only for actual incurred costs of travel. Fee is not allowable on travel. Information on the Federal Travel Regulation and Joint Travel Regulations is available at the following Internet Websites:

Joint Federal Travel Regulation: <http://www.dtic.mil/perdiem/jftr.htm>

Joint Travel Regulations: <http://www.dtic.mil/perdiem/jtr.htm>

6.0 Place of Performance:

6.1 Onsite: Commander Naval Air Force

US Atlantic Fleet (Code N4212)

1279 Franklin Street

Norfolk VA 23511-2494

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6.2 Working hours are based on a regular 8-hour business day.

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## **SECTION D PACKAGING AND MARKING**



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## SECTION E INSPECTION AND ACCEPTANCE

For all CLINs:

The Task Order Manager (TOM) is the only person empowered to inspect and inspect work under this task order. Services will be inspected/accepted by the Government at Destination.

### QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

for

#### Life Cycle Management Support Services

#### 1. PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract and in subsequent task orders issued there under. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

#### 2. AUTHORITY

Authority for issuance of this QASP is provided under Contract Section E – Inspection and Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in task orders to be accomplished by the Contracting Officer or his duly authorized representative.

#### 3. SCOPE

The Quality Assurance Surveillance Plan (QASP) is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract or task order. The QASP is not intended to duplicate the Contractor's Management Plan.

#### 4. GOVERNMENT RESOURCES

The following definitions for Government resources are applicable to this plan:

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**Task Order Manager** - A person duly appointed with the authority to enter into, administer, or terminate contracts and make related determinations and findings on behalf of the Government.

## 5. RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

**Task Order Manager** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair, and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.

## 6. METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP.

**Customer Feedback** – Customer feedback may be obtained from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contracting Officer. The Task Order Manager shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

**Random Monitoring** – The Task Order Manager (TOM) will conduct random monitoring by verifying documentation submitted to the Commander, Naval Air Force, U.S. Atlantic Fleet (Code N4212), for the tasks identified in the Performance Work Statement, the Naval Air Force, U.S. Atlantic Fleet (Code N4212)

## 7. IDENTIFIED QA SURVEILLANCE ITEMS

The following PBSC items are identified within the Performance Work Statement of the solicitation under this QASP.

STATEMENT OF WORK – DELIVERABLE OR SERVICE REQUIREMENT

ITEMS 3.0 THROUGH 3.2.8.18.

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**Measurement/Metric** – Accuracy and timeliness; 98%

**Performance Standard** – Accuracy – (Database Accuracy) no rejected reports due to major discrepancy:

Major Discrepancy is defined as less than 98% accurate

Timeliness – Assist logistic and technical support to provide Life Cycle Management Support services in accordance with the Performance Work Statement (PWS). Provide performance evaluation reviews of personnel in accordance with the PWS.

**Maximum Error Rate** – Accuracy - 2%

Timeliness – 2%

## 8. QASP MATRIX

### NAVAL AIR FORCE QASP MATRIX

Deliverable or Service Requirement	Measurement /Metric	Performance Standard	Maximum Error Rate	Method of Surveillance	Procedures to be taken when performance standards are not met
3.0 through 3.2.8.18	Accuracy	Data base accuracy - no rejected reports due to major discrepancy	2%	periodic inspection  (Government Representative Review)	See FAR Clause 52.246-4 Inspection of Services – Fixed Price
3.0 through 3.2.8.18	Timeliness	Assist logistic and technical support to provide Life Cycle Management Support services in accordance with the Performance Work Statement (PWS).	2%	customer feedback	

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The Government anticipates award of a task order by 29 May 2008.

Period of Performance:

Base Year (Labor):

CLIN 2000            06/01/2008 - 05/31/2009

Base Year (Travel):

CLIN 3000            06/01/2008 - 05/31/2009

Option Years (Labor) :

CLIN 5000AA        06/01/2009 - 05/31/2010   Option Year I

CLIN 5000AB        06/01/2010 - 05/31/2011   Option Year II

CLIN 5000AC        06/01/2011 - 05/31/2012   Option Year III

CLIN 5000AD        06/01/2012 - 05/31/2013   Option Year IV

Option Years (Travel):

CLIN 6000AA        06/01/2009 - 05/31/2010   Option Year I

CLIN 6000AB        06/01/2010 - 05/31/2011   Option Year II

CLIN 6000AC        06/01/2011 - 05/31/2012   Option Year III

CLIN 6000AD        06/01/2012 - 05/31/2013   Option Year IV

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## SECTION G CONTRACT ADMINISTRATION DATA

### SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site:  
<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	Routing Table
WAWF Invoice Type	2-in-1
Contract Number	N00178-04-D-4067
Delivery Order Number	FK01
Issuing Office DODAAC	N00189
Admin Office DODAAC	N00189
Inspector DODAAC	N57012
Service Acceptor DODAAC (for 2 in 1)	N57012

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Acceptance At Other	N/A
Local Processing Office (Certifier)	N57012
DCAA Office DODAAC	N/A
Paying Office DODAAC	N60951
Acceptor/COR Email Address	<a href="mailto:john.maute@navy.mil">john.maute@navy.mil</a>

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice (s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
John Maute	<a href="mailto:john.maute@navy.mil">john.maute@navy.mil</a>	757-445-1385	

For invoice issues, please contact:

John Maute  
757-445-4387  
[john.maute@navy.mil](mailto:john.maute@navy.mil)

#### CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES (5252.NS-0002T)

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503) if applicable.

Name: Code 230

Address: Fleet Industrial Supply Center, Norfolk

1968 Gilbert Street,

Suite 600, Code 230B

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Norfolk, VA 23511

Phone: (757) 443-1425

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Code 230

Address: Fleet Industrial Supply Center, Norfolk

1968 Gilbert Street

Suite 600, Code 230B

Norfolk, VA 23511

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: Not Applicable

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: N60951 – DFAS Cleveland

Address: Cleveland-Norfolk Accounts Payable

P. O. Box 998022

Cleveland, OH 44199-8022

5. TASK ORDER MANAGER (TOM) is responsible for:

a. Liaison with personnel at the Government installation and the contractor personnel on site;

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- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the TOM requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE TOM IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

Name: John Maute  
757-445-4387  
[john.maute@navy.mil](mailto:john.maute@navy.mil)

(End of Text)

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Accounting Data
SLINID  PR Number      Amount
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2000    N5701208RC00562
LLA :
AA 1781804 60AE 252 57025 Y 060951 2D C00562 5701281NFOLQ
Standard Number: N5701208RC00562

3000    N5701208RC00562
LLA :
AA 1781804 60AE 252 57025 Y 060951 2D C00562 5701281NFOLQ
Standard Number: N5701208RC00562
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BASE Funding



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Cumulative Funding

MOD 01

3001

LLA :

AA 1791804 60AE 252 57025 Y 060951 2D C00362 5701291NFOLQ

Standard Number: N00178-04-D-4067-FK01

MOD 01 Funding

Cumulative Funding

MOD 02

5000AA

LLA :

AA 1791804 60AE 252 57025 Y 060951 2D C00962 5701291NFOLQ

Standard Number: N00178-04-D-4067-FK01

Option Year I funding for labor services.

6000AA

LLA :

AA 1791804 60AE 252 57025 Y 060951 2D C00962 5701291NFOLQ

Standard Number: N00178-04-D-4067-FK01

Option Year I funding for travel.

MOD 02 Funding

Cumulative Funding

MOD 03 Funding

Cumulative Funding

MOD 04

5000AB N5701210RC00762

LLA :

AD 1701804 60AE 252 57025 Y 060951 2E C00762 5701201NFOLQ

6000AB N5701210RC00762

LLA :

AE 1701804 60AE 252 57025 Y 060951 2D C00762 5701201NFOLQ

MOD 04 Funding

Cumulative Funding

MOD 05

5000AC N5701211RC00462

LLA :

AF 1711804 60AE 252 57012 Y 060951 2D C00462 5701211NI0QQ

Standard Number: N5701211RC00462

6000AC N5701211RC00462

LLA :

AG 1711804 60AE 252 57012 Y 060951 2D C00462 5701211NI0QQ

Standard Number: N5701211RC00462

MOD 05 Funding

Cumulative Funding

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

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

#### 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)

(a) Definition. "Small business concern" as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected. (2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

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## SECTION I CONTRACT CLAUSES

Note: All the provisions and clauses of SECTION I of the basic contract apply to this task order (unless otherwise specified in the task order) plus the following:

### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

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

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

### SUP 5252.243-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

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(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

Name: Code 230B  
Address: Contracting Department, Code 230  
1968 Gilbert Street  
Norfolk, VA 23511  
Telephone: 757-443-1450  
Email: [terri.mcgeein@navy.mil](mailto:terri.mcgeein@navy.mil)

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## SECTION J LIST OF ATTACHMENTS

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Contractor Administration Plan