

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-05-D-4461				2. DELIVERY ORDER NO. 4Y04		3. EFFECTIVE DATE 2011 Jul 13		4. PURCH REQUEST NO. LAKPP20100103		5. PRIORITY Unrated	
6. ISSUED BY NAVAIR Aircraft Division Lakehurst Contracts Hwy 547 Code 2.5.2 Bldg 562-1 Lakehurst NJ 08733-5060			CODE N68335	7. ADMINISTERED BY DCMA SURFACE COMMUNICATION AND SUPPORT SYSTEMS PHILADELPHIA 700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427 PHILADELPHIA PA 19111-0427				CODE S3915A	8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>		
9. CONTRACTOR MTG Services, Inc 307 Rt 70 Suite 1B Lakehurst NJ 08733-2940			CODE IQPU2	FACILITY	10. DELIVER TO FOB POINT BY (Date) See Schedule			11. X IF BUSINESS IS	X	SMALL	
					12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			X	SMALL DISADVANTAGED WOMEN-OWNED		
					13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G						
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266				CODE HQ0337	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
PURCHASE	Reference your _____ furnish the following on terms specified herein.										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
MTG Services, Inc			Gregg Feldscher President								
NAME OF CONTRACTOR			SIGNATURE		TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL	\$7,524,868.75		
				BY: /s/CARL R RUZICKA			07/13/2011	26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. D.O. VOUCHER NO.		30. INITIALS			
					PARTIAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
f. TELEPHONE		g. E-MAIL ADDRESS			FINAL			34. CHECK NUMBER			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT			35. BILL OF LADING NO.			
a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				COMPLETE						
					PARTIAL						
					FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED		40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE BASED STATEMENT OF WORK (PBSOW)

NAVAL AIR WARFARE CENTER LAKEHURST AIR 6.7

LOGISTICS CONTRACTOR SUPPORT SERVICES

1.0. [INTENTIONALLY LEFT BLANK]

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1.1 [INTENTIONALLY LEFT BLANK]

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2.0 SCOPE

This PBSOW is to provide logistics and technical support services in the areas of planning, analysis, development, training, support equipment management, facilities and execution.

This PBSOW is intended to cover full logistics and technical support of NAVAIR Lakehurst Code 6.7 as it pertains to performing within defined Integrated Program Teams (IPTs) among all Navy Air System Command (NAVAIR) program offices. Other DoD commands may be supported, as required. Specific logistics product development/updates (e.g. Level of Repair Analysis formulation, etc.) will be managed by the government's IPT structure. The only exception is the following:

Training and Training Support Products (see paragraph 4.1.15): product development is identified within this specific PBSOW paragraph and within the associated CDRL (C015)

All acronyms used are defined in a table at the end of the document.

Support Locations: NAVAIR Lakehurst, NJ; Kirtland AFB, NM; Cannon AFB NM; Hurlburt Field AFB, FL; NAVAIR Patuxent River, MD

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3.0 APPLICABLE DOCUMENTS

To be specified within individual Modifications.

4.0 REQUIREMENTS [100%]

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4.1 The contractor is to provide the following logistics and technical support/service tasks:

4.1.1 Level of Repair Analysis (LORA) (4%) - Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A001, B001)]

4.1.1.1 Develop and provide a LORA.

4.1.1.2 Identify the data element inputs for development of the LORA (These inputs may become the basis for a contractor conducted LORA or provided to the Original Equipment Manufacturer (OEM) developed LORA).

4.1.1.3 Conduct an economic LORA, apply sensitivities to identify the most economical repair level and provide results and recommendations.

4.1.1.4 Conduct an economic LORA to determine possible costs of all maintenance support options and then identify least cost solution. Conduct a non-economic LORA to identify reasons maintenance at the Organizational, Intermediate, or Depot level should or should not be performed and provide recommendations.

4.1.1.5 Evaluate LORA of systems, equipment, and associated hardware and provide recommendations for improvements.

4.1.1.6 Perform audits to verify existing system repair performance against identified repair specification or goal objectives are met. Determine the difference between results of the LORA and the programs planned maintenance concept. Provide recommended rationale for changing the program's maintenance concept.

4.1.1.7 Perform Configuration Management (CM) reviews to ensure repair operations are optimally maintained.

4.1.2 Design Interface/Maintenance Planning (DI/MP) (4%) - Design Interface – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A002, B002)]

4.1.2.1 Assess and provide recommendations for establishing or changing the maintenance programs for new or existing systems and equipment, which includes:

- a. Assessing and evaluating available maintenance data**
- b. Identifying and/or developing a Baseline Comparison System (BCS)**
- c. Conducting a Comparative Analysis of new systems/equipment to the BCS**

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d. Identifying potential problems

4.1.2.2 Conduct independent, technical and systems engineering assessments of logistics data for affordability, reliability, maintainability, supportability, supply support, maintenance concepts and warranty considerations.

4.1.2.3 Perform database research and analyses of impacts of any proposed engineering changes that would affect the Integrated Logistics Support (ILS) and operational readiness.

4.1.2.4 Review and analyze naval aviation and weapon systems maintenance engineering, logistics, technical, financial and schedule data to support ILS and maintenance policy development.

4.1.2.5 Identify the underlying quantitative and qualitative data necessary to support new policy initiatives required in response to changing/evolving technical, acquisition and operational logistics needs.

4.1.2.6 Identify ILS and maintenance policy options and conduct cost/benefit trade-off analyses of policy options.

4.1.2.7 Identify and apply alternative Life Cycle Cost (LCC) model procedures, validation approaches and tracking procedures for importation into LCC management plans.

4.1.2.8 Assess alternatives and identify advantages and disadvantages of LCC planning and maintenance concepts for the selected end items and support items.

4.1.2.9 Provide recommendations to update the LCC program objectives and technical information requirements.

4.1.2.10 Develop and conduct general and specialized tests and analyses related to specification and material certifications, process specifications, maintenance task developments, failure analyses, process controls, verifications of material tasks, material processes, specifications and standards.

4.1.2.11 Investigate and evaluate new and existing technologies and manufacturing processes for application to design updates, inspections, maintenance concepts, repair and rework tasks.

4.1.2.12 Assess and report on in-service aircraft and equipment composite materials and recommend areas for improving the development of composite repair programs.

4.1.2.13 Evaluate Navy industrial capability, Depot capability and engineering data for the systems and equipment to establish and revise the depth and scope of maintenance requirements.

4.1.2.14 Evaluate technical manuals, local engineering specifications, local process specifications, engineering investigations and manual change releases for technical adequacy and accuracy.

4.1.2.15 Develop weapon system Diminishing Manufacturing Sources and Material Shortages (DMSMS) Management Plans that identify the Government's plan to manage and support DMSMS efforts.

4.1.2.16 Evaluate and provide recommendations in the resolution of weapon systems DMSMS issues.

4.1.3 Design Interface/Maintenance Planning (DI/MP) (4%) - Maintenance Planning – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A003, B003)]

4.1.3.1 Determine and analyze the Organizational, Intermediate and Depot (O/I/D) levels of maintenance regarding overall reliability, maintainability, and availability characteristics and determine their projected availability, specifically with the following metrics:

a. Direct Maintenance Man-Hours / Flight Hours (DMMH/FH)

b. Mean-Time-To-Repair (MTTR)

c. Mean-Time-Between-Removals (MTBR)

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d. Mean-Time-Between-Failures (MTBF)

e. Mean-Flight-Hours-Between-Failures (MFHBF)

f. Mean Cycles Between Operational Failures (MCBOF)

4.1.3.2 Assess the interface between weapon systems, Government Furnished Equipment (GFE), aircraft systems and other Government furnished systems and provide recommendations for improving operating/maintenance procedures.

4.1.3.3 Investigate maintenance concepts, storage and handling requirements and procedures for composite materials.

4.1.3.4 Recommend improvements to existing maintenance concepts, procedures and handling requirements.

4.1.3.5 Provide recommendations for the assignments of composite maintenance and repair capabilities among Organizational, Intermediate and Depot level activities.

4.1.3.6 Assess and review the maintenance planning programs and compare the maintenance engineering aspects of the programs with projected requirements for transition of maintenance capabilities.

4.1.3.7 The contractor is to perform the following Remove and Replace (R&R) tasks:

a. Verify the accuracy and completeness of the maintenance plans, assuring traceability with interfacing documents

b. Assess and document the Remove and Replace (R&R) tasks and ensure the scheduled and preventive inspection requirements are complete

c. Review the replaceable items appearing on the Inspect and Repair (I&R) working lists

d. Develop complete data for each replaceable item on the aircraft

e. Rank the failure rates and repair levels of systems, subsystems and equipment on in-services aircraft similar to those on the advanced development aircraft

f. Determine the impacts of each replaceable item on the supportability of the aircraft. Include manpower, cost, spares, maintenance capability and operational readiness impacts

g. Review the difference in recovery rates between interchangeable and replaceable items

4.1.3.8 Develop and evaluate maintenance tasks, requirements and concepts and evaluate new or revised, improved concepts and techniques.

4.1.3.9 Assess the impact to maintenance planning for alternative maintenance concepts and provide recommendations for enhancements.

4.1.3.10 Identify and recommend areas for changes and improvements for optimizing maintenance intervention and tactics to meet predetermined affordability and reliability goals.

4.1.3.11 Research and provide recommendations for ILS fleet maintenance procedures, techniques and requirements to ensure adequacy of maintenance tasks and the system fleet logistic support posture to satisfy operational requirements under stationary and mobilization conditions.

4.1.3.12 Conduct engineering analyses and studies of maintenance/support disciplines. Recommend ILS planning alternatives and courses of action to meet fleet readiness requirements in response to Product Quality Deficiency Reports or Engineering Investigations.

4.1.3.13 Develop and maintain maintenance plans, supportability analyses, maintenance tasks and LORA. Review supportability analysis worksheets for analytical correctness and element integration.

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4.1.3.14 Develop, evaluate and recommend changes to maintenance plans for systems, equipment, subsystems, Weapon Replaceable Assemblies and Shop Repairable Assemblies. This includes the following:

- a. Analyze the data/techniques and source of data used in generating data (and identified in) the maintenance plans
- b. Evaluate failure modes, design feature comparisons, support experience, and operational environments
- c. Track the full integration of logistic support elements
- d. Monitor logistic elements and data required to support end items
- e. Determine compliance with maintenance policies and philosophies
- f. Document analytical processes with supportability analysis procedures

4.1.3.15 Perform sustainment assessment/identification of Life Cycle Management opportunities for system and subsystems.

4.1.3.16 Identify the quantitative and qualitative data necessary to support new policy initiatives required in response to changing/evolving technical, acquisition and operational logistic needs utilizing Naval Aviation and/or Weapons maintenance, engineering, technical, financial and schedule data to support ILS policies/conceptualizations and the development and/or implementation of ILS documentation.

4.1.3.17 Identify ILS support and maintenance policy options and related forecasts and projections of the options impact on Fleet support. Conduct cost/benefit tradeoff analyses of policy options.

4.1.4 Logistic Support Analysis (LSA) Database and Reports (8%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A004, B004)]

4.1.4.1 Provide analyses, technical studies and reports in support of task analyses and ILS resource requirements.

4.1.4.2 Identify LSA output report requirements and provide support in developing the data element selection sheet.

4.1.4.3 Establish and maintain an LSA database compliant with GEIA-STD-0007 data transfer protocol and provide output reports as required.

4.1.4.4 Conduct a maintenance task analysis, identify maintenance task requirements that compliment the maintenance concept, identify sequential subtasks and task resource requirements.

4.1.4.5 Assess prime and OEM contract documentation for tailored maintenance task analyses for specified Airborne Weapon Systems, Subsystems and Support Systems. This includes tailoring LSA requirements and objectives and developing required contract documentation.

4.1.4.6 Conduct logistics engineering evaluations of selected components of the weapon systems to identify variances in the actual performances versus logistic support analysis projections and recommend changes to the LSA databases.

4.1.4.7 Develop and verify Bill of Materials (BOMs) and perform sustainability/obsolescence assessment on a system or subsystem to evaluate supply, reliability, logistics and readiness constraints and/or impacts.

4.1.4.8 Identify and investigate possible options for corrective and/or mitigation options of system(s)/subsystem(s) or the individual components, as the analysis dictates.

4.1.4.9 Provide Analysis of Alternatives (AoA) that provides costs, resolution cost, trade-off studies and solution options and produce report summarizing findings and recommendations.

4.1.4.10 Provide engineering, technical and programmatic support relating to Diminishing Manufacturing Sources

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and Material Shortages (DMSMS) issues.

4.1.4.11 Develop recommendations to analyze and track deployment discrepancies regarding support resources and spares.

4.1.4.12 Prepare Post-Deployment Maintenance, Engineering and Logistics Review Management Plans that:

- a. Identify the requirements for evaluating the adequacy of deployed resources.
- b. Include identification of problem areas noted during the review and assessment phase
- c. Provide recommendations to improve policies and procedures for the conduct evaluations
- d. Provide schedules, milestones, and estimates of the level of personnel required
- e. Provide Lessons Learned for support planning adequacy of systems and equipment

4.1.5 Environmental Logistics (3%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A005, B005)]

4.1.5.1 Conduct environmental reviews & analyses during the design interface and maintenance planning process to ensure compliance with Federal, DoD, Navy, state and local environmental regulations and policies.

4.1.5.2 Collect, analyze, evaluate and report on emergent technologies and their attendant processes, storage and disposal requirements.

4.1.5.3 Participate in the LSA process, ECP reviews, RCM, planning/analysis, technical publication and manual reviews in order to:

- a. Identify and review impacts of new designs/design changes on existing support systems relative to environmental policies, regulations, and laws.
- b. Ensure support of the Aviation Hazardous Materials Control and Management Program by identifying hazardous materials and making recommendations for eliminating/minimizing their use.
- c. Promote cost effective environmental technology solutions to reduce LCC and environmental impact.

4.1.5.4 Plan and coordinate the integration of maintenance pollution prevention and hazardous material technology alternatives.

4.1.5.5 Identify hazardous materials as an analysis report or as data elements in the LSAR output report.

4.1.5.6 Provide analyses and technical studies in support of Environmental Compliance initiatives.

4.1.5.7 Review and identify life cycle support requirements and their effects on environmental policies, regulations and laws.

4.1.6 Reliability-Centered Maintenance (RCM) (2%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A006, B006)]

4.1.6.1 Perform RCM analysis on new and/or existing systems in accordance with the germane RCM Program Plan and the NAVAIR 00-25-403 RCM Process or the MIL-P-24534A and/or the MIL-P-24534A (for Aircraft Launch and Recovery Equipment).

4.1.6.2 Update existing RCM analyses, to include data gathering and analysis, input and maintenance of the IRCMS database, providing recommendations for PM tasks and other actions as a result of the RCM analysis, Age

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Exploration and recommendations for improvement of the IRCMS database and RCM process. As requested, the contractor is to also perform Weibull and related reliability analyses and root cause analysis related to the failure modes tracked in IRCMS.

4.1.6.3 Participate in reviews of RCM programs, as requested by the particular FST being supported. This is to include interface with fleet maintainers, FRC personnel and OEMs as needed to update and support the RCM efforts.

4.1.6.4 Track and monitor degraders and trends related to RCM metrics, as requested by the particular FST being supported.

4.1.7 [Not Applicable]

4.1.8 Continuous Process Improvement/Performance Improvement (CPI) Program Sustainment (4%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A008, B008)]

4.1.8.1 [Not Applicable]

4.1.8.2 Research contemporary industry and government management philosophies. Perform benchmarking to determine “best practices” on a variety of processes and procedures, e.g., financial management, logistics, and measurements.

4.1.8.3. Provide subject matter expertise (SME) in Lean, Six Sigma, and Theory of Constraints. Apply Lean, Six Sigma, Theory of Constraints, and other CPI methodologies in an integrated and synergistic approach to improve readiness, improve aviation logistics and promote cost-wise readiness. Support meaningful cultural changes and capabilities resulting from the deployment and execution of CPI throughout Naval Aviation.

4.1.8.4 [Not Applicable]

4.1.8.5 Develop metrics to monitor and support analysis of the impact of AIRSpeed and MALSP II on aircraft readiness.

4.1.8.6 [Not Applicable]

4.1.8.7 [Not Applicable]

4.1.8.8 Perform analyses of Fleet maintenance and supply operational data to identify systemic in-service support issues and shortfalls and recommend solutions.

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4.1.8.9 [Not Applicable]

4.1.8.10 [Not Applicable]

4.1.8.11 [Not Applicable]

4.1.8.12 [Not Applicable]

4.1.9 Supply Support (5%) - Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A009, B009)]

4.1.9.1 Support the Direct Vendor Delivery (DVD) and Requirements Determination programs by coordinating overall Fleet Support Team (FST) actions for DVD programs. Provide recommendations on the hardware development prime contractor's statements of work and provide preliminary repair data to prospective vendors. Ensure milestone efforts that require Naval Inventory Control Point (NAVICP) actions are completed on time. Provide both consultative and active support in the adaptation of provisioning tasks (e.g. item selection, cataloging, classification, etc.) to the DVD program through independent research and analyses of findings. Document the points of both synergy and counteraction between perceived logistic functions and weapon systems.

4.1.9.2 Perform Requirements Determinations of aircraft initiatives by collecting and validating relevant data to support specific item reviews for possible Logistics Engineering Change Proposals (LECP) and DVD programs and determine which require further investigations and those that do not meet specified selection criteria. Input information in the requirement determination calculation programs and store calculations into databases.

4.1.9.3 Continuously monitor the supply support posture for a given system. This may include, but not be limited to work such as, administering Requirements Based Forecasting Model (RBFM), forecasting efforts, parts call support, quarantine issues, DLA/NAVICP critical parts reviews, etc.

4.1.9.4 [Not Applicable]

4.1.9.5 Shall be able to interpret provisioning requirements using the ICAPS Version 5.1 database. The Interactive Computer-Aided Provisioning System is used to prepare a Provisioning Parts List (PPL) which will be prepared using the production contractor-originated baseline based upon the Technical Data Package.

a. Draft PPL – Using the baseline and a Provisioning Requirements Statement (PRS), a draft PPL is to be prepared by the Supply Support contractor and then distributed to the technical “illities”, as specified by the APML, for their review. Upon a Desk Top Provisioning Conference lead by the Supply Support Lead, a PPL is to be entered into the ICAPS program.

b. Final PPL – The final PPL is to be submitted to NAVICP for final APL (Allowance Parts List) preparation by NAVICP. The APL will be used by the 'users' and Fleet for ordering purposes and maintenance by NAVICP.

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4.1.9.6 Prepare and submit Support Equipment Recommendation Data (SERD) efforts for cataloguing purposes.

a. IAW a SEMS AUTOSERD Template, and a top level signed drawing, submittal is made to Code 66000E, 575 I Avenue, Suite 1, Point Mugu, CA 93042-5049.

b. Code 66000E will take submittal and forward to NAWCAD, Lakehurst, NJ. Lakehurst will forward to NAVICP for NSN assignment.

4.1.10 Facilities (1%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A010, B010)]

4.1.10.1 Provide support to the Facilities Logistics Element Manager (LEM):

a. [Not Applicable]

b. [Not Applicable]

c. [Not Applicable].

d. [Not Applicable]

e. Review Program facilities documentation (e.g., SDDs, SOWs, ALSPs, LRFS, etc.) and provide inputs.

f. Develop shore aviation logistics footprints addressing all aviation requirements, capabilities, and issues.

4.1.10.2 [Not Applicable]

4.1.11 [Not Applicable]

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4.1.12 Maintenance Scheduling/Management (1%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A012, B012)]

4.1.12.1 [Not Applicable]

4.1.12.2 [Not Applicable]

4.1.12.3 [Not Applicable]

4.1.12.4 [Not Applicable]

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4.1.12.5 [Not Applicable]

4.1.12.6 [Not Applicable]

4.1.12.7 [Not Applicable]

4.1.12.8 Conduct Industrial Source of Repair process tasks in support of depot capability establishment.

4.1.12.9 Perform analyses of current processes and procedures/document recommended improvements.

4.1.12.10 Provide data input and data base administration for Maintenance and Scheduling Management data bases.

4.1.13 [Not Applicable]

4.1.14 [Not Applicable]

4.1.15 Training/Training Support (7%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A015, B015, and C015)]

4.1.15.1 Analyze Manpower, Personnel and Training (MPT) effectiveness to determine interim and follow-on training requirements, recommended method of training, manpower and personnel impacts, rate/Navy Enlisted Code (NEC) changes or recommendations, increase/decrease of manning and other MPT information. The contractor is to request and review Navy System Training Plans (NTSP). The contractor is to review manpower projections, research training courses and NEC rate applicability as part of the NTSP development/update. Provide input to and review Front End Analysis and skill sets. Review maintenance tasks to align to the proper rate/NEC.

4.1.15.2 Define training requirements and associated support strategies for new and modified weapon systems, and support Logistics Managers (LM) with training in the preparation of input to acquisition milestone schedules, ILS SOWs, Engineering Change Proposals (ECPs), Configuration Control Board forms and other logistic element planning documents. The contractor is to coordinate, track and review curriculum and training data development.

4.1.15.3 Perform cost-benefit analyses and logistics training support impact assessments on new and modified and pre-planned improvements, ECPs, Technical Directives and other documentation detailing recommendations for correction of performance and logistics deficiencies.

4.1.15.4 Participate in logistics-related meetings including NTSP review meetings, logistics reviews, ILS Management Teams meetings and provide coordination with other government or fleet personnel. Additionally, the contractor is to coordinate training events, meetings and conferences; prepare and deliver briefing materials, charts, viewgraphs, document meeting minutes and other items needed to facilitate logistics presentations.

4.1.15.5 Review Human Systems Integration (HSI) Plans and Documents, and participate in meetings where applicable to evaluate impacts among the Systems applicable HSI Elements (i.e., Human Factors, Safety, Manpower & Personnel, Training, etc.).

4.1.15.6 Review and evaluate Training Strategies/Plans, Training assessments, including but not limited to Integrated Learning Environment, Web Based Training and Embedded Training.

4.1.15.7 Review, analyze, and assess manpower estimates, to include maintenance and operations manpower determinations, calculation and methodologies.

4.1.15.8 Review current systems Watch Stations requirements and assess impacts driven by new or differing

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positions for future PQS revisions.

4.1.15.9 Perform a Front End Analysis (FEA). The FEA may include but not be limited to a Mission Analysis, Job Analysis, Task Analysis, Collective and/or Individual Task Analysis, Learner Analysis and Needs Assessment.

4.1.15.10 Develop Initial and Full Navy Training Systems Plans.

4.1.15.11 Develop the following maintenance and operator/aircrew analysis deliverables using the specifications and format specified in the CDRLs:

- a. **Technical and Management Work Plan - Training Management Plan (TMP)**
- b. **Training Situation Document (TSD)**
- c. **Instructional Performance Requirements Document (IPRD)**
- d. **Front End Analysis (FEA)**
- e. **Instructional Media Requirements Document (IMRD)**
- f. **Instructional Media Design Package (IMDP)**
- g. **Training Program Structure Document (TPSD)**
- h. **Course Conduct Information Package (CCIP)**
- i. **Training Conduct Support Document (TCSD)**
- j. **Training Evaluation Document (TED)**
- k. **Test Package (TP)**
- l. **Instructional Media Package (IMP)**
- m. **Training System Support Package (TSSD)**
- n. **Master Task List (MTL)**
- o. **Personnel Qualification Standard (PQS) Development.**

4.1.15.12 Prepare, document and deliver course modules for Continuous Process Improvement (CPI) curriculum that meet or exceed Naval Education and Training Command requirements. Support includes, but is not limited to: assistance and coaching in content establishment, construction of training simulations/exercises, revision of existing course content, graphics support for training materials using standard structured templates and techniques, drafting of instructor's guides and testing/construction of material via pilot classes.

4.1.16 Support Equipment (SE) (47%) - Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A016, B016)]

4.1.16.1 Identify the SE quantitative and qualitative data necessary to support new policy initiatives required in response to changing/evolving technical, acquisition and operational logistics support. Identify SE Naval Aviation, weapons and ship, maintenance engineering, technical, financial and schedule data. Identify SE ILS maintenance policies and concepts. Develop and implement SE ILS documentation in support of aircraft, weapon and ship programs. Identify SE ILS and SE Maintenance policy options and related forecasts and projections of the options' impact on fleet support. Conduct cost/benefit trade-off analyses of policy options.

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4.1.16.2 Develop, review and update SE Integrated Logistics Support Documentation.

4.1.16.3 As part of the REI process, evaluate and recommend material and hardware substitutions to engineering (4.0) Department for their approval.

4.1.16.4 Conduct engineering assessments of approved systems and equipment ECPs. This includes:

- a. Determining changes to engineering elements and associated engineering requirements data**
- b. Developing Technical Directives (TD) to meet Fleet introduction of the proposed engineering changes**
- c. Recommending baseline engineering modification schedules to incorporate each ECP into the applicable systems**
- d. Evaluating engineering parameters and logistics support requirements to support the systems engineering aspects of the ECP**

4.1.16.5 Assess and review ECPs, TDs and Publication changes, and related documents to assure that ILS requirements are properly addressed and are consistent within known program constraints. Identify their impacts on life cycle logistics planning. These evaluations are to include identifying changes to logistic support elements, associated requirements dates and impacts on delivery and deployment schedules. Identify problems and provide recommendations for their Correction.

4.1.16.6 Validate Technical Publications and Manuals against the Maintenance Plans and Supportability Analyses and report the findings.

4.1.16.7 Conduct technical investigations of the Operational, Intermediate and Depot level transition requirements and provide recommendations for specified systems, subsystems and equipment transition plans and schedules for transition from contractor to Navy capability. This includes analyses of Maintenance Plans, Supportability Analyses, technical publications, training plans, support equipment, Test Program Sets, facilities, support personnel and supply support for the purpose of analyzing Integrated Logistics Support requirements for transitioning plans and schedules.

4.1.16.8 Conduct independent assessments of logistics data for affordability, reliability, maintainability, supportability, supply support, maintenance concepts and warranty considerations. Perform data base research and analyses of impacts for the proposed engineering changes on Integration Logistics Support and operational readiness.

4.1.16.9 Review and analyze Naval Aviation Maintenance engineering/technical, financial and schedule data to support ILS and maintenance policy conceptualization, development, and implementation of ILS documentation. Identify the underlying quantitative and qualitative data necessary to support new policy initiatives required in response to changing/evolving technical, acquisition and operational logistics needs resulting from experiences gained during program executions, fleet operations, tests and evaluations and in response to directions by higher authorities. Identify ILS and Maintenance options and related forecasts/projections of the options' impacts on fleet support. Conduct cost/benefit trade-off analyses of options.

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4.1.16.10 Research and provide recommendations for Integrated Logistics Support fleet maintenance procedures, techniques and requirements to ensure adequacy of maintenance tasks and the system fleet logistic support posture to satisfy operational requirements under stationary and mobilization conditions.

4.1.16.11 Evaluate systems and equipment to identify obsolete/out-of-production components. Assess Government-owned inventory of obsolete/out-of-production components, usage rates and remaining service life of used-on systems/equipment. Perform analyses to determine the severity of problems and recommend alternatives.

4.1.16.12 Recommend methods for identifying and assessing the principal factors impacting the supportability of systems and equipment to quantify the scope and nature of logistic support required to affordably, efficiently and effectively meet specific operational mission requirements.

4.1.16.13 Assess Integrated Logistics Support planning and management data and documentation to identify supportability problem areas. Recommend quantitative and qualitative methodologies to evaluate the impact of Integrated Logistics Support shortfalls. Recommend actions to correct and alleviate identified support problems.

4.1.16.14 Conduct on-site quantitative and qualitative analyses of the Integrated Logistics Support elements, assessing support prior to and during the introduction of systems and equipment at selected test and evaluation sites, training sites and operational ashore and afloat sites. Identify variances from the documented plans, recommend corrective actions and track implementation to meet site/unit activation planning milestones.

4.1.16.15 Conduct assessment of approved systems and equipment Engineering Change Proposals. This includes: developing Technical Directives to meet fleet introduction of the proposed engineering changes; recommending modification schedules to incorporate each Engineering Change Proposal into the applicable systems and evaluating logistics support requirements.

4.1.16.16 Define SE requirements and associated support strategies for new and modified weapon systems, and support Logistics Managers (LM) in the preparation of input to acquisition schedules, Life Cycle Supportability Plans (LCSP), User's Logistics Support Summaries (ULSS), Logistics Requirements Funding Summaries (LRFS), ILS SOWs, Diminishing Manufacturing Sources and Material Shortages (DMSMS)/obsolescence Plans, Unique Identification (UID) Plans, Support Equipment Recommendation Data (SERD), Engineering Change Proposals (ECPs), Configuration Control Board forms, and other logistic element planning documents. Provide inputs for the preparation, review and management of acquisition documents such as SOWs, Request for Proposals (RFPs) and/or Integrated Logistics Support Detail Specification (ILSDS).

4.1.16.17 Support LMs in the identification of, impact of, and implementation of all SE ILS elements.

4.1.16.18 Perform cost-benefit analyses, supportability analyses and logistics impact assessments on new and modified and pre-planned improvements, SE ECPs, Technical Directives, Design Change Notices, Source Maintenance & Recoverability (SM&R) Code changes and other documentation detailing recommendations for correction of SE performance and logistics deficiencies.

4.1.16.19 Originate, update and review SE information used in Support Equipment Recommendation Data (SERD), AUTOSERD, Support Equipment Requirements Management Information System (SERMIS) and other Government SE-

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related databases in consonance with the appropriate Weapon System Manager. The contractor is to submit database inputs and provide review comments. The contractor is to secure the proper level of SEMS access.

4.1.16.20 Access Government SE databases to generate SE ILS Management Reports.

4.1.16.21 Support SE LMs in developing Repair of Repairable and spare/material forecasts while utilizing Navy Inventory Control Point models to forecast dollar requirements.

4.1.16.22 Conduct site surveys and review available data to evaluate SE requirements, capabilities, availability, and supportability capabilities to provide logistics, maintenance planning, MPT, and supply support recommendations and accompanying documentation.

4.1.16.23 Review and assess contractor proposed changes in SE component reliability, maintainability, obsolescence or performance characteristics and develop or provide recommended changes to SE ILS planning documents such as Support Material Lists, Gross Requirements Lists, and Provisioning Technical Documentation (PTD).

4.1.16.24 Participate in logistics-related meetings including logistics reviews, ILS Management Teams meetings, LSA/LMI reviews, Provisioning Guidance Conferences, telephone conferences, program reviews, procurement review planning conferences, site activation meetings and initial outfitting meetings and provide coordination with other government, Fleet users, FMS cusCorers and industry representatives while providing inputs to ensure complete SE logistics support. The Contractor is to participate in "Team Building" and Coordination Meetings, Briefings and other Information Exchanges to include specialized Government unique training, as directed by competent Government Authority in support of Acquisition Logistics requirements. Additionally, the contractor is to prepare and deliver briefing and presentation materials, charts, viewgraphs, document meeting minutes and other items needed to facilitate logistics presentations.

4.1.16.25 Analyze in-service SE reliability, maintainability and availability characteristics, project availability, identify Fleet readiness problems and supply support deficiencies. Associated metrics for SE is to be tracked and reported on to assist in Cost-Wise Readiness Improvements. This is to include preparing data base queries from NALDA and OARS, reports and briefings as required.

4.1.16.26 Conduct investigations and technical studies to identify the current status of pertinent Integrated Logistics Support elements affecting the overall maintenance programs for the systems and equipment. Identify problem areas and recommend corrective actions.

4.1.16.27 Review, assess and provide recommendations for possible changes to site support Integrated Logistics Support readiness including: Maintenance planning; Phased support; Manpower and personnel requirements; Initial provisioning and material support; Support equipment including Automatic Test Equipment; Training and training devices; Technical Data including computer resources support; Packaging, handling, storage and transportation; and Facilities, both Shore and Ship.

4.1.16.28 Review technical manuals and instructions for compliance with environmental policies, regulations and laws.

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4.1.16.29 Provide technical support for the management of Support Equipment Recommendation Data (SERD) efforts. Includes but is not limited to creating, revising and reviewing SERDs, entering applicable data into AUTOSERD, tracking excess/deficit SE in Support Equipment Resources Management Information System (SERMIS) and creating unique queries in ACQ Access for program management, engineering and logistics personnel.

4.1.16.30 Review Source Data Revision Recommendations (SODARRS) and provide disposition recommendations.

4.1.16.31 Provide technical support for system/design requirements determination and SE acquisition. Support preparation of all acquisition documents for the procurement of new, COTS/NDI, and modified SE end-items including technical specifications and Statements of Work (SOWs).

4.1.16.32 Provide on-site representative (OSRs) to support acquisition, site activation and design and development logistics tasks.

4.1.16.33 Attend and participate in design reviews, program reviews, Technical Coordinating Meetings (TCMs) and other designated meetings (e.g. APN-7 Conference). The Contractor is to assist in the support of aircraft platform Fleet Support Team (FST) meetings, SE meetings, aircraft maintenance plan reviews and tool vendor meetings.

4.1.16.34 Be proficient in the utilization of information systems including (but not limited to) LSA, APIMS, NATEC Website, NAVICP Asset Visibility and SERMIS.

4.1.16.35 Acquire and maintain access to both Government and prime contractor websites and databases as necessary to perform his/her duties.

4.1.16.36 Support the distribution of Support Equipment including the initial outfitting of Peculiar Support Equipment for Aircraft Platform Site Activations.

4.1.16.37 Support site standup requirements support in the design or evaluation of kitting and container layouts, compare tool list requirements and screen for stock numbered equivalents, assist in the design or evaluation of modified tool requirements, conduct vendor research, determine etching needs, develop and update schedules.

4.1.16.38 Provide support to assist various NAVAIR Program Sponsors during times of surge requirements in support of Logistics requirements. In addition, The Contractor shall provide logistics support to NAVAIR Lakehurst in support of other DoD Logistics activities on all aircraft-related SE. The contractor shall also support NAVAIR Lakehurst's participation with other DoD field activities in all facets of Logistics support.

4.1.16.39 Provide personnel, materials, and administrative support to assure the proper operation of the Support Equipment (SE) Staging Area located in Bldg 195, NAVAIR Lakehurst, N.J.

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4.1.16.40 Provide personnel and support to assure the timely delivery of designated SE for Initial Outfitting / Site Activation purposes. Tasks are to include (but are not limited to):

- a. Support the Acquisition Manager by scheduling/managing deliveries of SE to the fleet utilizing the authorized government SE management database.
- b. Enter, maintain, and update all program acquisition information in the authorized Government acquisition database.
- c. Support program Site Activation personnel in the planning for and preparation of site activation SE requirements lists, shipping schedules and discrepancy lists.
- d. Generate Temp Loan request forms, arrange shipment, track return dates and ensure all equipment is returned, when required.
- e. Maintain all SE site activation lists and red changes/updates as new equipment is sent to each activity.
- f. Providing monthly and/or ADHOC reports such as Staging Facility receives/pushes, Temp Loan status, MILSTRIP status, Cataloging & data imaging status and current acquisition activities database status.
- g. Assists Weapon System Manager (WSM), Initial Outfitting Manager (IOM) as well as Contractor personnel on site stand-ups at various Navy Activities. The inventory for site stand up equipment is conducted under the supervision of the Individual Material Readiness List (IMRL) Manager as well as the Support Equipment Controlling Authority (SECA). Duties include (but is not limited to) opening boxes, inspecting the equipment and verifying that part numbers and serial numbers match the respective AVO for Support Equipment that is ordered. After the inventory is completed the WSM, IOM, SECA, and the Deputy Assistant Program Manager are notified and attend associated meetings as deemed necessary. All discrepancies are discussed and actions for resolving the discrepancies are resolved following the proper procedures.
- h. Provides material coordination support. Coordinates, arranges and expedites the flow of materials, parts, and assemblies from Building 195 to other Departments such as Building 348 for calibration, Hangar 2/Building 140 for maintenance repair and Building 271 for shipping in accordance with Staging Manager's shipping schedule priority.
- i. Opens every box, crate, container and package received at the Staging Facility and conducts the following visual inspections and provides/compiles reports to the Staging Manager:
 - i. Inspects the nameplate for correctness/incorporation of part number, serial number, and CAGE code on each end item. Any discrepancies that are found are to be noted (will make the necessary corrections/additions to the P/N, S/N or CAGE code and document changes). If any data plates (on the material being inspected) are missing, order new data plates. If any information is missing on the data plate it is to be etched onto the data plate after the Staging Manager supplies the correct information.
 - ii. Uses the Computerized System to check the Staging Facility Database Source Data Disc for calibrated items. Notes on the paperwork when the calibration was completed and when it expires.
 - iii. Checks all items for proof load certificates. Notify the Staging Facility Manager when the item requires a certificate and one is not present.
 - iv. Assists IOM when determining if new item is damaged or contains loose nuts and bolts. Helps perform minor repairs with use of small hand tools such as wrenches, screwdrivers, and ratchet sets.
 - v. Assigns unique barcode number to each new item utilizing RF Bar-coding System. Will utilize UID barcode information when required.
 - vi. Works with contractors such as Bell Helicopter & Boeing Aircraft in pulling, uncrating, and inspecting material.

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4.1.16.41 Interface with, liaison and assist elements of NAVAIR Lakehurst in all phases of acquisition planning, estimating, requisitioning and tracking of the Support Equipment (SE) required to operate and maintain Foreign Military Sales (FMS) Weapon Systems.

4.1.16.42 Provide Technical Services for existing and future Foreign Military Sales Cases in support of ongoing Security Assistance Programs. Participate as Expert Technical Advisor to NAVAIR representatives at domestic and in country FMS Program meetings, reviews and site surveys.

4.1.16.43 Provide Pricing and Availability (P&A) data in System List Model (SLM) order for prospective Foreign Military Sales Cases. The Support Equipment Management System (SEMS) Database will be the principle criteria employed to develop P&A estimates.

4.1.16.44 Provide acquisition management support for items not conforming to standard Navy stocked items for existing and future Foreign Military Sales Cases, Site Activation and Stand-up.

4.1.16.45 Research, compile and relate the technical data required to populate and update the Advanced System for Support Equipment Tracking (ASSET) Database. Extract, publish and distribute the ASSET Master Support Equipment Requirements List (MSERL) and the ASSET Acquisition Tracking Report (AATR). Prepare and provide a FMS Case sensitive Technical Data Package for all items contained within the ASSET database. This includes SERDs, Technical Manuals, Drawings, Vendors Catalogs and Item Descriptions.

4.1.16.46 Provide detailed "Technical Evaluation" of new and/or revised Support Equipment Recommendation Data (SERD) as it relates to FMS supported Weapon Systems acquisition.

4.1.16.47 Review, analyze and determine the depth and range of Engineering Change Proposals on FMS CASE Support Plans and provide documentation of completed analyses.

4.1.16.48 Prepare "Rough Draft" correspondence to answer inquiries, establish, and confirm FMS Case unique "Maintenance Philosophy" and to provide (Workaround) solutions for long-term situations that adversely influence FMS SE operational capabilities.

4.1.16.49 Research, evaluate and recommend alternate sources of procurement for Original Equipment Manufacturer "Out of Production" or "No Bid" Items and for developmental / prototype Items necessary to support unique FMS Case specific requirements.

4.1.16.50 Access and operate various computer programs resident on the Navy Marine S Intranet (NMCI) and other remote database resources such as the Navy International Logistics Control Office, Master Information for International Logistics (MISIL) and Naval Inventory Control Point, Master Data File (MDF) resident on the Navy Logistics Network, to update and maintain current FMS related data.

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4.1.16.51 Perform studies, analyses and evaluations related to computer software programs in use for the management of FMS database development and the configuration of automated computerized management.

4.1.17 Mobile Facilities (MF) (2%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A017, B017)]

4.1.17.1 Develop, integrate, test and evaluate Mobile Facilities (MFs) to include comprehensive technical support for the configuration, design, inventory, workload management and sustaining logistics/logistics engineering for all mobile facilities.

4.1.17.2 Design, develop and integrate new systems and/or components. Inventory management, tracking and life cycle management of these new systems and/or components worldwide is to be included.

4.1.18 Metrology and Calibration (2%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A018, B018)]

4.1.18.1 [Not Applicable]

4.1.18.2 [Not Applicable]

4.1.18.3 Evaluate and recommend calibration and measurement requirements and implement Calibration and Measurement Requirements Summary reports.

4.1.18.4 [Not Applicable]

4.1.18.5 Interface with, liaison and assist elements of metrology/calibration in all phases of acquisition planning, estimating, requisitioning and tracking of reference Calibration Standards/equipment required to support aviation calibration activities.

4.1.18.6 Review, assess and provide support for development of, and possible changes to, calibration standards related documents, analyses, algorithms, data, inventory objectives, range/depth and technical measurement capabilities.

4.1.18.7 Evaluate reference calibration standards, calibration equipment, infrastructure, support processes and policies in terms of their effectiveness in meeting aviation readiness goals. Provide recommendations and methods of improvement.

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4.1.18.8 Provide technical support for the management of commercial and organic technical data, documents and manuals which support the metrology and calibration program, including effective liaison with supporting organizations responsible for distribution to aviation activities (and others as required). This task includes electronic media and digitization of current and legacy documents.

4.1.18.9 Provide analysis, recommendations and implementation assistance for product line organizational structure and process reengineering required to meet high-level METCAL policy/guidance as required to support naval aviation engineering, logistics and maintenance.

4.1.18.10 Assess, develop, provide, review and evaluate metrology and calibration training strategies/plans, conduct skill assessments and training; including but not limited to, Integrated Learning Environment, Web Based Training, and Embedded Training.

4.1.18.11 Provide metrology technical support in program reviews. Propose technical program improvements based on engineering expertise, experience and judgment when appropriate or as opportunities arise. Contribute to strategic planning and identify initiatives when experience gained from participating in technical issue resolutions dictates. Provide support in planning and managing the execution of the metrology and calibration engineering and logistics programs.

4.1.18.12 [Not Applicable]

4.1.18.13 [Not Applicable]

4.1.18.14 Provide repair, calibration and modification of a wide variety of complex precision measurement equipment utilized by the Navy & Marine Corps activities and other laboratory customers.

4.1.18.15 [Not Applicable]

4.1.18.16 Provide analysis, assessments and justification for new reference calibration standards required for performance of calibration maintenance and traceability to US National and International Units of Measurement.

4.1.18.17 Attend, participate, support, analyze, provide input, develop, prepare and report on meetings, conferences and review boards.

4.1.19 Joint Interservice (1%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A019, B019)]

4.1.19.1 Coordinate, manage, and support the successful execution of the Joint Depot maintenance (JDM) program in accordance with OPNAVINST 4790.14A.

4.1.19.2 Coordinate and optimization of efficiencies across Services for the Joint Inter-Services process in support of Naval Aviation Maintenance

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4.1.19.3 Coordinate, track progress, perform analyses and provide status reports for DSOR/DMI introductions and recommendations between services in accordance with OPNAVINST 4790.14A.

4.1.19.4 Monitor workload forecasting, track inter-service production data, coordinate funding and organize training across the Navy in support of the Navy IMACS database.

4.1.20 Core/Title 10 (1%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A020, B020)]

4.1.20.1 Provide industrial legislative support to include the delivery of timely and accurate products in support of E Analysis/Title 10 Branch to support the successful execution of the Industrial Legislative program in accordance with DoDI 4151.20 of Jan 07 and Title 10, United States Code. This includes:

- a. Support the interpretation of data produced by the NIIN/System/Platform Relational Database (NSPRDB).
- b. Support the loading and coding of data received from other activities critical to the CORE assignment process.
- c. Provide software configuration changes to accommodate upgrades to the existing CORE application as well as database cleanup.
- d. Provide continued Visual Basic programming support as either problems in the current software operations occur or changes in the input/output data requirements.
- e. Provide analytical interpretation, as requested, of changes in the CORE coding methodology and its impact on the current automated CORE assignment coding process.
- f. Provide continued maintenance support to the CORE Component Application including maintenance training, configuration, and security, including emphasis on components to provide optimal integration of I and D level maintenance. This involves answering questions and conducting training on the NSPRDB and the CORE Calculation process.
- g. Provide data management assistance for the annual e calculation process as requested.

4.1.20.2 Research, conduct, document and submit preliminary and final e analyses to determine if workload associated with a NAVAIR-procured weapon system or other military equipment is required to sustain aviation depot-level e capability in accordance with Title 10, United States Code, section 2464 and DoD Instruction 4151.20 of Jan 07.

4.1.20.3 Research, compile, validate e depot-level workload and depot-level funding for calculating the amount of e-sustaining workload, expressed in units/direct labor hours, for annual, biennial, and long-range reports interfacing with program manager/office, NAVICP, OPNAV, as required by the DoDI 4151.20 of Jan 07 and Title 10, United States Code.

4.1. 21 Industrial Business Operations (1%) – Elements of this effort shall include: [Contract Deliverables in

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accordance with Exhibit A (A021, B021)]

4.1.21.1 Provide timely and accurate tactical, operational, and strategic planning support for depot maintenance industrial business operations in support of weapon systems with primary focus on those that are aeronautical in mission.

4.1.21.2 Conduct thorough and complete analyses of specific studies and identify and document trends occurring in the Navy organic sector, Commercial sector, and Inter-service sector, as directed.

4.1.21.3 Analyze the full spectrum of technology trends and document the findings in the format specified.

4.1.21.4 Perform full spectrum manufacturing and/or repair trends analysis and document the findings in the format specified

4.1.21.5 Perform performance, capability, capacity, throughput to optimize resource allocation and usage across the Industrial sectors

4.1.21.6 Perform detailed analyses that link Program, SYSCOM, Service Staff, Fleet, and full-spectrum maintenance sector acquisition and sustainment strategies to optimize investment and support plans.

4.1.21.7 Define and develop long range goals and objectives for emerging issues and industrial trends and develop a viable plan for their implementation within the Industrial complex.

4.1.21.8 Identify, develop, coordinate and document innovative industrial maintenance support strategies via Intra-Navy and Inter-Service agencies to optimize future investment strategies for both acquisition and sustainment plans for full spectrum weapons systems support.

4.1.22 Admin/Business (3%) – Elements of this effort shall include: [Contract Deliverables in accordance with Exhibit A (A022, B022)]

4.1.22.1 Provide the following administrative/program/project support functions:

a. Prepare for meetings and conferences by arranging for location, recording minutes, preparing minutes, proposing attendees, agenda, etc.

b. Utilize the latest NMCI-managed Microsoft Office products (e.g. Word, Excel, PowerPoint, Outlook and Project).

c. Schedule, arrange, coordinate attendees and conduct Video Teleconferences (VTC) and phone conferences, when required.

d. Prepare and update letters, Naval messages, directives, instructions, reports, briefings, standards and other documents, as required.

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e. [Not Applicable]

4.1.22.2 Provide analysis, planning and coordination for strategic planning and strategy efforts. Provide lessons learned analyses and/or documentation. Provide administrative and project management support, analysis and documentation/ presentation support for assigned Program, Project, and/or Department Program Management meetings. Design and develop executive level briefings, policy, and documents. Collect and coordinate information for use in executive level briefings.

4.1.22.3 [Not Applicable]

4.1.22.4 [Not Applicable]

4.1.22.5 Provide reports, as required by Contract Data Requirements List, to support evaluation within the Quality Assurance Surveillance Plan.

5.0 OTHER DIRECT COSTS

5.1 The Contractor may be required to incur travel, NMCI, and incidental supplies and materials costs in support of this effort as Other Direct Costs (ODC). Clause 5252.242-9515 details allowable costs and restrictions on the direct charging of materials costs. Only those material expenses having prior TOM approval is to be reimbursed to the contractor. ODC's may include general and administrative (G&A) expenses but is to not include profit.

5.2 The contractor is to notify the Procuring Contracting Officer (PCO) and the TOM when the sum of all ODC purchases (incidental materials, NMCI, and travel) reaches 75 percent of the proposed estimate for ODCs for each contract year.

5.3 All materials not depleted during the performance of this order shall become Government property upon completion of this order. The contractor shall transfer all materials not depleted to the COR by way of Material Inspection and Receiving Report (DD Form 250). Other Direct Costs may include general and administrative expenses, but shall not include profit. Projected material requirements include, but are not limited to: photo copies, ink cartridges, paper, binders, transparencies, folders, notebooks, computer diskettes, Software Licenses.

6.0 GENERAL SUPPORT REQUIREMENTS/UTILITIES

6.1 The Contractor is to maintain electronic capabilities necessary to prepare documents and software packages compatible with the Government automatic data processing (ADP) environment through the security classification of Secret. The current environment is as follows:

- Microsoft Windows NT/2003/XP
- Microsoft Project 2003
- Microsoft Office 2003/XP
- Microsoft Excel 2003
- Microsoft Word for Windows 2003

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- Microsoft Power Point 2003
- Microsoft Outlook 2003/XP
- Microsoft Access
- Internet access/World Wide Web based applications

6.2 The Contractor is to maintain the ability to interface with and transfer data to and from AIR-6.7 software applications and their upgraded versions.

6.3 The Contractor is to maintain state-of the-art virus software and ensure that all media are virus free when delivered.

6.4 The Contractor is to be capable of Internet and LAN communications with the program office in accordance with Naval Air Warfare Center Aircraft Division (NAWCAD) and Local Command Information Management Department (IMD) standards.

6.5 The Contractor is to be capable of maintaining real-time communications, both voice and data transfer capabilities, with AIR-6.7 during working hours whether at contractor work site, the AIR 6.7 office or on travel.

6.6 All documentation is to be prepared in accordance with Navy correspondence guidelines.

6.7 The Contractor is to provide the graphic capabilities required to assemble, organize and edit technical material for presentations for both unclassified and classified material, up to the Secret level.

6.8 The Contractor is to provide technical recommendations for program documentation in accordance with DoD 5000.1 and DoD 5000.2 and SECNAV 5000.2.

6.9 The Contractor is to, when specified by the cusCorer, attend meetings in an advisory capacity to the program office and maintain minutes, which is to include a summary of attendees, agenda items, discussions and action items.

6.10 The Contractor is to be capable of performing work in the contractor's facilities and on-site at the Government's facility.

6.11 [Not Applicable]

7.0 SECURITY

7.1 Only U.S. citizens may perform under this contract. All personnel must be able to obtain a clearance at the Secret level. All personnel required to work at the Government's site must, at a minimum, obtain an Interim Secret Clearance prior to starting work at the Government's facility. The level of clearance required to perform tasking under this contract is up to and including Secret.

7.2 [Not Applicable]

7.3 [Not Applicable]

7.4 While performing aboard NAVAIR sites, the contractor is to comply with the provisions of NAWCADINST 3432 series, at all other sites, the contractor is to comply with the local command and/or program OPSEC plan.

7.5 OPSEC - The contractor is to develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be used, handled, discussed, processed, stored, transmitted, or delivered at a Government facility during performance of this contract. The contractor is responsible for subcontractor implementation of OPSEC requirements for this contract. An OPSEC plan is to be developed, implemented, and outlined in the contractor's Program Protection Implementation Plan, CDRL D001, which is to be submitted to NAVAIR within 90 days of contract award for acceptance and approval. Contractor personnel are to be subject to a government security investigation and must meet eligibility requirements for access to classified information at the level noted in the Attached DD254. Prior to new employees starting work, the contractor is to ensure the new employees have and maintain a minimum of Department of Defense (DoD) National Agency Check (NAC), or be able to obtain the interim equivalent, during the period of performance in order to perform the work assigned and access the facilities required to perform the work.

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8.0 CONTRACT DATA REQUIREMENTS LIST

8.1 The data to be furnished is to be in accordance with the Contract Data Requirements List (CDRL), DD Form 1423. [CDRL A001 – D001]

8.2 When required by the CDRL, delivery of data is to be electronic. File formats is to be identified in the CDRL.

9.0 GOVERNMENT FURNISHED PROPERTY AND GOVERNMENT FURNISHED INFORMATION

9.1 All GFP and GFI is the property of the U.S. Government and is to not be transferred by any individual or agency public or private without the express written approval of the Contracting Officer, except as required for the specific performance of this task order.

9.2 Contractors performing on-site support will be provided access to workspaces, telephone service, printers, facsimile machines, copy machines, shredders, computers and network access including web servers and applicable databases or other applications necessary to carry out assigned tasks. The workspaces will normally be available from 0600 to 1800 Monday through Friday. Exceptions to these hours are to be coordinated with the TOM.

10.0 PLACE OF PERFORMANCE – See Section F of the Solicitation.

11.0 TRAVEL

11.1 The contractor is to be required to travel and/or work on-site at the Government’s request.

11.2 Local and long distance, domestic, and international, travel is to be required for this effort. All travel expenses is to be authorized by the TOM, and only those travel expenses having valid receipts and travel claims is to be reimbursed to the contractor as Other Direct Costs. Travel is to be reimbursed at cost in accordance with the Department of Defense Joint Travel Regulations and clause 5252.232-9509, “Reimbursement of Travel, Per Diem, and Special Material Costs”.

11.3 Reimbursement of travel to-and-from the respective site (e.g. Patuxent River, MD; Cherry Point, NC; Jacksonville, FL; Point Mugu/China Lake, CA; North Island, CA; and Lakehurst, NJ) and the surrounding area, by the contractor or subcontractor located within 50 miles of the base is to not be authorized.

11.4 All travel costs will be reported in the monthly status report as well as monitored by Contractor to ensure yearly ceiling is not exceeded. (CDRL A001)

12.0 [Not Applicable]

13.0 ACCESS TO GOVERNMENT FACILITIES

AIR-6.7 will provide the Contractor access to Government facilities as required to complete this task order. Access will be provided during normal business hours (Monday through Friday, 0600 - 1800 hours) or other applicable timeframes as required to support testing activities. Contractor will be issued a CAC to fulfill task order requirements.

14.0 PROGRESS AND FINANCIAL REPORTING

The contractor will track and maintain progress and financial information for efforts defined in this SOW. The format for the report will follow the Work Breakdown Structure format. The monthly status report will include such items as description of work accomplished for the reporting period, problem areas and actions taken, work planned for the next

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reporting period, and financial status showing reporting period and year-to-date status. (CDRL A001)

15.0 MONTHLY STATUS REPORT

The contractor is to prepare a monthly status report that documents the status of contractor effort towards achieving contract objectives. This report will be information pertaining to specific CDRLs. One report is to encompass all applicable CDRL usage, by month. The report is to identify accomplishments to date and difficulties encountered, and compare the status achieved to planned goals and the resources expended. The status report is to also include a detail listing of all material purchases, including the specific cost of each item procured. The contractor will track and maintain progress and financial information for efforts defined in this SOW. The format for the report will follow the Work Breakdown Structure format. The monthly status report will include such items as description of work accomplished for the reporting period, problem areas and actions taken, work planned for the next reporting period, and financial status showing reporting period and year-to-date status. (CDRLs A001 through A022, as appropriate per month)

At a minimum, the Contractor's Progress, Status and Management Report will contain the following minimum information:

Task Order #

Period of Performance

Task Order Title

Task Order TPOC Info

Labor Categories Proposed (by Prime/by Sub)/Expended

Labor Categories Proposed (by On/Off Site)/Expended

Labor \$'s Proposed/Funded/Expended

Fixed Fee Proposed/Funded/Expended

Travel Proposed/Funded/Expended

Material/ODC's Proposed/Funded/Expended

NMCI Proposed/Funded/Expended

Total Task Order Proposed/Funded/Expended

16.0 QUALITY SURVEILLANCE AND PERFORMANCE STANDARDS

16.1 The government will conduct quality surveillance via various methods including formal and informal

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meetings, review of technical reports, review of monthly progress reports, and review of deliverables.

16.2 The Government will evaluate contractor performance in the areas of technical quality, responsiveness, timeliness and cost. Technical quality will be evaluated against the performance standards defined in task paragraphs. Responsiveness will be evaluated based upon the government interaction with the contractor during performance. Timeliness will be evaluated based on the contractor's ability to meet the schedules cited in the applicable CDRLs, and all performance metrics will be tracked within the confines of the Quality Assurance Surveillance Plan. Cost will be evaluated based upon the contractor's ability to manage to the negotiated costs.

17.0 NMCI REQUIREMENTS

17.1 Contractor personnel for contract performance may require the use of and/or access to Department of Navy Information Technology Resources. Applicable DoN IT Resources is to be procured from the NMCI Contractor pursuant to the authority of NMCI Contract #N00024-00-D-6000, clause 5.2 "Ordering."

17.2 The Support Services contractor is to obtain written authorization from the Task Order Manager (TOM) prior to ordering directly from the NMCI Contractor. No NMCI Order may be placed without the prior written authorization of the Contracting Officer. Any NMCI Order exceeding the written authorization of the Contracting Officer is to be treated as an unallowable cost pursuant to FAR Part 31.

17.3 The Government is to reimburse the contractor for the placement of NMCI Orders including applicable indirect burdens (general & administrative, etc.), excluding fee, as Other Direct Costs.

17.4 Contactor personnel who are seated on-site, who will use an NMCI computer, or any follow-on government directed computer system, or be required to access any DoD computer system, is to obtain and utilize a DoD Common Access Card (CAC) and certified Public Key Infrastructure (PKI) certification and encryption within 30 days of contract award.

18.0 [Not Applicable]

Acronyms Used in this Document

AATR..... ASSET Acquisition Tracking Report

ATOM..... Alternate Contracting Officer Representative

ADP..... Automatic Data Processing

AOA..... Analysis of Alternatives

ALSP..... Acquisition Logistics Support Plan

APL..... Allowance Parts List

APIMS... ..Air.Program.Information Management System

APML..... Assistant Program Manager for Logistics

APN..... Aircraft Procurement, Navy

ASSET..... Advanced System for Support Equipment Tracking

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BCS..... **Baseline Comparison System**

BOM..... **Bill of Material**

CAC..... **Common Access Card**

CCIP..... **Course Conduct Information Package**

CDRL..... **Contract Data Requirements List**

CM..... **Configuration Management**

COR..... **Contracting Officer Representative**

COMFRC..... **Commander Fleet Readiness Centers**

COMNAVAIRFOR..... **Commander, Naval Air Forces**

CPI..... **Continuous Process Improvement**

DD..... **Defense Department**

DTS..... **Defense Travel System**

DoD..... **Department of Defense**

DMMH/FH..... **Direct Maintenance Man-Hours/Flight Hours**

DMSMS..... **Diminishing Manufacturing Sources and Material Shortages**

DI/MP..... **Design Interface/Maintenance Planning**

DVD..... **Direct Vendor Delivery**

ECOMTRAK..... **Engine Composition Tracking**

ECP..... **Engineering Change Proposal**

FEA..... **Front End Analysis**

FMS..... **Foreign Military Sales**

FSO..... **Facility Security Officer**

FST..... **Fleet Support Team**

GFE..... **Government Furnished Equipment**

GFI..... **Government Furnished Information**

GFP..... **Government Furnished Property**

HIS..... **Human Systems Integration**

HQMC..... **Headquarters Marine s**

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I&R..... Inspect & Repair

ICAPS..... Interactive Computer Aided Provisioning System

ILS..... Integrated Logistics Support

ILSDS..... Integrated Logistics Support Detail Specification

IMACS..... Inter-service Material Accounting And Control System

IMD..... Information Management Department

IMDP..... Instructional Media Design Package

IMP..... Instructional Media Package

IMRD..... Instructional Media Requirements Document

IPRD..... Instructional Performance Requirements Document

IRCMS..... Integrated Reliability Centered Maintenance System

IT..... Information Technology

LCC..... Life Cycle Cost

LCSP..... Life Cycle Supportability Plans

LECP..... Logistics Engineering Change Proposal

LEM..... Logistics Element Manager

LM..... Logistics Manager

LMI..... Logistics Management Information

LORA..... Level of Repair Analysis

LRFS..... Logistics Requirements Funding Summaries

LSA..... Logistics Support Analysis

LSAR..... Logistics Support Analysis Red

MDF..... Master Data File

METCAL..... Metrology Calibration

MFHBF..... Mean Flight Hours Between Failures

MILSTRIP..... Military Standard Requisitioning and Issue

MISIL..... Master Information for International Logistics

MPT..... Manpower, Personnel and Training

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MTBF..... Mean Time Between Failures
MTBR..... Mean Time Between Removals
MTL..... Master Task List
MTTR..... Mean Time To Repair
MSERL..... Master Support Equipment Requirements List
NAC..... National Agency Check
NAE..... Naval Aviation Enterprise
NALDA..... Naval Aviation Logistics Data Analysis
NAVAIR..... Naval Air
NAVICP..... Naval Inventory Control Point
NAWCAD..... Naval Air Warfare Center Aircraft Division
NEC..... Navy Enlisted Code
NMCI..... Navy Marine s Intranet
NSN..... National Stock Number
NTSP..... Navy System Training Plans
OARS... ..On-Line Assessment Reporting Tool
O&MN..... Operations and Maintenance, Navy
ODC..... Other Direct Costs
OEM..... Original Equipment Manufacturer
OPNAV..... Naval Operations Staff
OPSEC..... Operations Security
OSR..... On-Site Representative
P&A..... Pricing and Availability
PBSOW..... Performance Based Statement of Work
PDA..... Personnel Digital Assistances
PED..... Personnel Electronic Devices
PCO..... Procuring Contracting Officer
PEO..... Program Executive Office
PKI..... Public Key Infrastructure

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PM..... Preventative Maintenance
PPIP..... Program Protection Implementation Plan
PPL..... Provisioning Parts List
PQS..... Personnel Qualification Standards
PTD..... Provisioning Technical Documentation
PRS..... Provisioning Requirements Statement
RBFM..... Requirements Based Forecasting Model
RCM..... Reliability Centered Maintenance
RDT&E..... Research, Development, Test and Evaluation
RFP..... Request for Proposal
R&R..... Remove & Replace
SAAR-N..... System Authorization Access Request Navy
SCI..... Sensitive Compartmentalized Information
SDD..... System Design Development
SE..... Support Equipment
SECNAV..... Secretary of the Navy
SEMS..... Support Equipment Management System
SERD..... Support Equipment Recommendation Data
SERMIS..... Support Equipment Requirements Management Information System
SLM..... System List Model
SM&R..... Source Maintenance & Recoverability Code
SME..... Subject Matter Expert
SODARRS..... Source Data Revision Recommendations
SOW..... Statement of Work
SYSCOM..... Systems Command
TCM..... Technical Coordinating Meeting
TCSD..... Training Conduct Support Document
TD..... Technical Directive

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TED..... Training Evaluation Document

TMP..... Training Management Plan

TOM... ..Task.Order Manager

TP..... Test Package

TPSD..... Training Program Structure Document

TSD..... Training Situation Document

TSSD..... Training System Support Package

UID..... Unique Identification

ULSS..... User's Logistics Support Summaries

VTC..... Video Teleconference

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SECTION D PACKAGING AND MARKING

ITEMS 4000 THROUGH 9500- There are no packaging or marking requirements for the services to be ordered under the task orders. All requirements for packaging and marking of supplies or documents associated with the services shall be packaged, packed and marked in accordance with the provision set forth below unless otherwise indicated in individual task orders.

DATA PACKAGING LANGUAGE

All unclassified data shall be prepared for shipment in accordance with best commercial practice.

Classified reports, data, and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M dated January 1995.

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 report:

- (1) name and business of the contractor
- (2) contract number
- (3) task order number
- (4) sponsor _____

(Name of Individual Sponsor)

(Name of Requiring Activity)

(City & State)

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SECTION E INSPECTION AND ACCEPTANCE

In addition to the following, Inspection and Acceptance shall be in accordance with Section E of the SeaPort-e basic contract.

The Task Order Manager (TOM) will be designated the responsibility of monitoring, progressing, and controlling the technical work for the resultant task order. The Quality Assurance Plan (QASP) for this task order includes the TOM performing a Task Order Performance Evaluation (TOPE) in accordance with the Seaport-e basic contract. This Task Order will be registered in the Contractor Performance Assessment Reporting System (CPARS). As part of the QASP, performance will be measured by the TOM for technical accuracy of deliverables, the general quality of services, timeliness, cost control, the contractor's responsiveness to customers, and team stability and cooperation with other IDIQ holder terms.

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SECTION F DELIVERABLES OR PERFORMANCE

In addition to the following, Deliverables or Performance shall be in accordance with Section F of the Seaport-e basic contract.

CLIN - DELIVERIES OR PERFORMANCE

The estimated Period of Performance for the Base Period is 14 July 2011 - 13 July 2012.

The estimated Period of Performance for Option Period I is 14 July 2012 - 13 July 2013.

The estimated Period of Performance for Option Period II is 14 July 2013 - 13 July 2014.

The estimated Period of Performance for Option Period III is 14 July 2014 - 13 July 2015.

The estimated Period of Performance for Option Period IV is 14 July 2015 - 13 July 2016.

PLACE OF PERFORMANCE

The primary place performance is NAVAIR Lakehurst, NJ.

The place of performance will be on-site at Government facilities or at Contractor facilities, as required by the Government. During the performance of this contract, Contractor personnel will be required to commute to various Government, Vendors and Original Equipment Manufacturers (OEMs) locations.

To afford adequate accessibility to the Government's data sources and allow frequent coordination and interaction between Government and Contractor personnel, the contractor must maintain a facility within reasonable commuting distance of NAVAIR Lakehurst. The Contractor may be required to set-up an office at other operating locations within the continental United States, whenever it is deemed necessary by the Government. It is anticipated that the Contractor will be required to set up an office, and a minimum number of personnel, by Labor Category, at the locations set forth in the Table below. [The numbers shown for each location and for each labor category are approximate requirements]

LOCATION	Program Manager	Senior Acq. Logistics Mgr.	Acq. Logistics Mgr.	Sr. Logistics Analyst	Logistics Analyst	Logistics Tech.	Typist/Clerk
NAVAIR Lakehurst, NJ	1.5	7	11	4	8	12	2
NAVAIR Patuxent River, MD				1			
Hulburt Field AFB, FL				1			

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Kirtland AFB, NM				1			
Cannon AFB, NM				1			
Totals	1.5	7	11	8	8	12	2

The Government reserves the right to add other operating locations that will require contractor coverage and to change the number and Labor Category of personnel at any site at any time.

Contractor personnel must support meetings at designated NAVAIR sites and designated OEM locations within 90 minutes of meeting notification.

5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

(1) **Naval Air Warfare Center Aircraft Division (NAWC AD), Lakehurst, NJ.**

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

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(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses: [same as above]

(End of Provision)

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(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs [_____] are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

FUNDING PROFILE

HQ G-2-0007 INVOICE INSTRUCTIONS (NAVSEA)(JAN 2008)

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS" (DFAR 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

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

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

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

Type of Document (contracting officer check all that apply)

Invoice (FFP Supply & Service)

Invoice and Receiving Report Combo (FFP Supply)

Invoice as 2-in-1 (FFP Service Only)

Cost Voucher (Cost Reimbursable, T&M, LH, or FPI)

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[] Receiving Report (FFP, DD 250 Only)

DODAAC Codes and Inspection and Acceptance Locations (contracting officer complete appropriate information as applicable)

Issue DODAAC _____

Admin DODAAC _____

Pay Office DODAAC _____

Inspector DODAAC _____

Service Acceptor DODAAC _____

Service Approver DODAAC _____

Ship To DODAAC _____

DCAA Auditor DODAAC _____

LPO DODAAC _____

Inspection Location _____

Acceptance Location _____

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the comment(s), you will be prompted to send additional email notifications. Click on "Send More Email Notification" and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email Notification To: _____

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractor approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) The WAWF system has not yet been implemented on some Navy programs; therefore, upon written concurrence from the cognizant Procuring Contracting Officer, the Contractor is authorized to use DFAS's WInS for electronic end to end invoicing until the functionality of WInS has been incorporated into WAWF.

(h) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the WAWF point of contact to be determined at Task Order level.

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09RA HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT) (NAVSEA)(MAY 1993)

(a) For purposes of this contract, "fee" means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, or "fixed fee" in "cost-plus-fixed-fee type contracts for level of effort type contracts.

(b) The Government shall make payment to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as applicable. Such payments shall be equal to 6 percent (6%) of the allowable cost of each invoice submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7) subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable (percentage of fee is based on fee dollars divided by estimated cost dollars, including facilities capital cost of money). Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract.

(c) The fee(s) specified in Section B, and payment thereof, is subject to adjustment pursuant to paragraph (g) of the special contract requirements entitled "LEVEL OF EFFORT." If the fee(s) is reduced and the reduced fee(s) is less than the sum of all fee payments made to the Contractor under this contract, the Contractor shall repay the excess amount to the Government. If the final adjusted fee exceeds all payments made to the Contractor under this contract, the Contractor shall be paid the additional amount, subject to the availability of funds. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract at the time of the discontinuance of work.

(d) Fee(s) withheld pursuant to the terms and conditions of this contract shall not be paid until the contract has been modified to reduce the fee(s) in accordance with the "LEVEL OF EFFORT" special contract requirements, or until the Procuring Contracting Officer has advised the paying office in writing that no fee adjustment is required.

*To be incorporated and completed at the Task Order Level, as appropriate.

SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be ___(to be completed for each order) total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that ___0_(to be identified at the task order level) man-hours are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

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

(d) The level of effort for this contract shall be expended at an average rate of approximately ___1,929___ [Yearly number of labor hours divided by 52 weeks]hours per week. It is understood and agreed that the rate

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

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

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

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

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

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

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

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

(End of Clause)

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SECTION H SPECIAL CONTRACT REQUIREMENTS

In addition to the following, Special Contract Requirements shall be in accordance with Section H of the SeaPort-e basic contract.

5252.209-9510 ORGANIZATIONAL CONFLICTS OF INTEREST (NAVAIR) (SERVICES)(MAR 2007)

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment used in performance of this Task Order.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

(1) "System" includes system, major component, subassembly or subsystem, project, or item.

(2) "Nondevelopmental items" as defined in FAR 2.101.

(3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).

(4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).

(5) "Advisory and Assistance Services" (AAS) as defined in FAR 2.101.

(6) "Consultant services" as defined in FAR 31.205-33(a).

(7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.

(8) "Affiliates", means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.

(9) "Interest" means organizational or financial interest.

(10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a

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known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

(1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of 12 months after the date of completion of the contract. (FAR 9.505-1(a))

(2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of 12 months after the terms of this contract. (FAR 9.505-2(a)(1))

(3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or more than one contractor has been involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of 12 months after the terms of this contract. (FAR 9.505-2(b)(1))

(4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

(5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505-4)

(6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of

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work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with 12 month prohibition after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

[] (7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, or the products or services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

(1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;

(2) a description of the work to be performed;

(3) the dollar amount;

(4) the period of performance; and

(5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

5252.211-9502 GOVERNMENT INSTALLATION WORK SCHEDULE (NAVAIR) (OCT 2005)

(a) The Holidays applicable to this contract are: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

(b) In the event that the contractor is prevented from performance as the result of an Executive Order or an administrative leave determination that applies to the using activity, such time may be charged to the contract as a direct cost provided such charges are consistent with the contractor's accounting practices. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the assigned Government employees at the using activity.

5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES) (NAVAIR)(OCT 2005)

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services.

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The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution to such personnel, in accordance with paragraph (d) below.

(c) The contractor agrees that during the first six months of the contract, no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or family friendly leave. In such an event, the contractor must promptly provide the information required by paragraph (d) below to the Contracting Officer for approval prior to the substitution or addition of key personnel.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, information regarding the full financial impact of the change, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

(h) Noncompliance with the provisions of this clause will be considered a material breach of the terms and conditions of the contract for which the Government may seek any and all appropriate remedies including Termination for Default pursuant to FAR Clause 52.249-6, Alt IV, "Termination (Cost-Reimbursement)".

5252.204-9505 SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N) REQUIREMENTS FOR INFORMATION TECHNOLOGY (IT) (NAVAIR) (JUN 2009)

(a) Contractor personnel assigned to perform work under this contract may require access to Navy Information Technology (IT) resources (e.g., computers, laptops, personal electronic devices/personal digital assistants (PEDs/PDAs), NMCI, RDT&E networks, websites such as MyNAVAIR, and Navy Web servers requiring Common Access Card (CAC) Public Key Infrastructure (PKI)). Contractor personnel (prime,

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subcontractor, consultants, and temporary employees) requiring access to Navy IT resources (including those personnel who previously signed SAAR DD Form 2875) shall submit a completed System Authorization Access Request Navy (SAAR-N), OPNAV 5239/14 (Jul 2008) form or latest version thereof, and have initiated the requisite background investigation (or provide proof of a current background investigation) prior to accessing any Navy IT resources. Instructions for processing the SAAR-N forms are available at: http://www.navair.navy.mil/index.cfm?fuseaction=home.contractor_forms.

(b) SAAR-N forms will be submitted to the Contracting Officer's Representative (COR) or Alternate COR, or to the government sponsor, if the contract does not name a COR or Alternate COR via the contractor's Facility Security Officer (FSO). If the contract does not have an assigned COR or Alternate COR (ACOR), the designated SAAR-N Government Sponsor for contractor employees requiring IT access, [fill-in name] shall be responsible for signing and processing the SAAR-N forms. For those contractors that do not have a FSO, SAAR-N forms shall be submitted directly to the COR/ACOR or designated SAAR-N Government Sponsor. Copies of the approved SAAR-N forms may be obtained through the COR/ACOR or designated SAAR-N Government Sponsor. Requests for access should be routed through the NAVAIR_SAAR.fct@navy.mil mailbox.

(c) In order to maintain access to Navy IT resources, the contractor shall ensure completion of initial and annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required. If requested, the contractor shall provide to the COR/ACOR or designated SAAR-N Government Sponsor documentation sufficient to prove that it is monitoring/tracking the SAAR-N requirements for its employees who are accessing Navy IT resources. For those contractor personnel not in compliance with the requirements of this clause, access to Navy IT resources will be denied/revoked.

(d) The SAAR-N form remains valid throughout contractual performance, inclusive of performance extensions and option exercises where the contract number does not change. Contractor personnel are required to submit a new SAAR-N form only when they begin work on a new or different contract.

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.

5252.232-9509 REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS (NAVAIR) (OCT 2006)

(a) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances. All contractor personnel required to perform work on any U.S. Navy vessel shall obtain boarding authorization from the Commanding Officer of the vessel before boarding.

(b) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR Subpart 31.2. Travel required for tasks assigned under this contract shall be governed in accordance with: Federal Travel Regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR); Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in the FTR or

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JTR (hereinafter the SR).

(c) Travel. Travel and subsistence are authorized for travel beyond a fifty-mile radius of the contractor's office whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a fifty-mile radius of the contractor's office. The contractor shall not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the contractor's facility will not be reimbursed.

(1) For travel costs other than described in paragraph (c) above, the contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of services under the contract and is authorized by the COR in writing.

(2) When transportation by privately owned conveyance is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the FTR, JTR or SR. Authorization for the use of privately owned conveyance shall be indicated in the basic contract. Distances traveled between points shall be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed the mileage shown in the standard highway mileage guides.

(3) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic contract and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.

(4) The contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers.

(d) Vehicle and/or Truck Rentals. The contractor shall be reimbursed for actual rental/lease of special vehicles and/or trucks (i.e., of a type not normally used by the contractor in the conduct of its business) only if authorized in the basic contract or upon approval by the COR. Reimbursement of such rental shall be made based on actual amounts paid by the contractor. Use of rental/lease costs of vehicles and/or trucks that are of a type normally used by the contractor in the conduct of its business are not subject to reimbursement.

(e) Car Rental. The contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team.

(f) Per Diem. The contractor shall not be paid for per diem for contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a fifty-mile radius of the contractor's home office or the contractor's local office. Per Diem is authorized for contractor personnel beyond a fifty-mile radius of the contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate shall be the same as the prevailing per diem in the worksite locality. These rates will be based on rates contained in the FTR, JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from contractor's home or local office, and on the day of return. Reimbursement to the contractor for per diem shall be limited to actual payments to per diem defined herein. The contractor shall provide actual payments of per diem defined herein. The contractor shall provide supporting documentation for per diem expenses as evidence of actual payment.

(g) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraph C8101.2C or C81181.3B(6) of the Department of Defense Joint Travel Regulations, Volume II.

(h) Special Material. "Special material" includes only the costs of material, supplies, or services which is peculiar to the ordered data and which is not suitable for use in the course of the contractor's normal business. It shall be furnished pursuant to specific authorization approved by the COR. The contractor will be required to support all material costs claimed by its costs less any applicable discounts. "Special materials" include, but are not limited to, graphic reproduction expenses, or technical illustrative or design requirements needing special processing.

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5252.242-9515 RESTRICTION ON THE DIRECT CHARGING OF MATERIAL (NAVAIR) (JUL 1998)

(a) The term “material” includes supplies, materials, parts, equipment, hardware and Information Technology (IT) resources including equipment, services and software. This is a service contract and the procurement of material of any kind that are not incidental to and necessary for contract performance may be determined to be unallowable costs pursuant to FAR Part 31. No materials may be acquired under the contract without the prior written authorization of the Contracting Officer’s Representative (COR). IT resources may not be procured under the material line item of this contract unless the approvals required by Department of Defense purchasing procedures have been obtained. Any material provided by the contractor is subject to the requirements of the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and applicable Department of the Navy regulations and instructions.

(b) Prior written approval of the COR shall be required for all purchases of materials. If the contractor’s proposal submitted for a task order includes a list of materials with associated prices, then the COR’s acceptance of the contractor’s proposal shall constitute written approval of those purchases.

(c) The costs of general purpose business expenses required for the conduct of the contractor’s normal business operations will not be considered an allowable direct cost in the performance of this contract. General purpose business expenses include, but are not limited to, the cost for items such as telephones and telephone charges, reproduction machines, word processing equipment, personal computers and other office equipment and office supplies.

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SECTION I CONTRACT CLAUSES

Clauses specified in Section I of the SeaPort-e basic contract are incorporated into this order if applicable.

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 60 days before the expiration of the current period of performance.

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days of the expiration of the current period of performance; 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 3 years.

5252.204-9502 REQUIREMENTS FOR LOCAL SECURITY SYSTEM (NAVAIR) (OCT 2005)

The contractor agrees to provide locator information regarding all employees requiring a permanent badge for authorized entrance to **NAVAIR Lakehurst, NJ, NAVAIR Patuxent River, MD, Hulbert Field AFB, FL, Kirtland AFB, NM, Cannon AFB, NM**. Entrance is authorized by this contract as a result of tasks associated with performance of the Section C - Statement of Work only. Initial information shall be provided as each individual is assigned to this contract by using the Locator Form provided as an attachment to this contract. Thereafter, quarterly reports (due at the beginning of each quarter by the fifth day of the month) will be provided with gains/losses (identification of new and replaced or added individuals) and any changes to current personnel (such as telephone number, building number and room number). A point of contact is to be named on each quarterly report for any questions/additional information needed by the Government recipient. The quarterly reports are to be addressed to (TBD at time of award). All losses are to have the permanent badges returned to the local security office on the last day of the individual's task requirement.

5252.204-9504 DISCLOSURE OF CONTRACT INFORMATION (NAVAIR) (JAN 2007)

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information (e.g., announcement of contract award), regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless the Contracting Officer has given prior written approval.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least ten (10) days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.