

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
J

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
08

3. EFFECTIVE DATE  
09-Sep-2016

4. REQUISITION/PURCHASE REQ. NO.  
4540109

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

6. ISSUED BY CODE

N33191

7. ADMINISTERED BY (If other than Item 6)

CODE

N33191

NAVFAC EUROPE  
PSC 817 Box 51 FPO  
AE 09622-0051

NAVFAC EUROPE  
PSC 817 Box 51 FPO  
AE 09622-0051

SCD: C

elaine.dellisola@eu.navy.mil 314-626-7737

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

Planate Management Group LLC  
3631 Ransom Place  
Alexandria VA 22306

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-10-D-6237-EJ07

10B. DATED (SEE ITEM 13)

07-Nov-2014

CAGE CODE  
4XZF6

FACILITY CODE

[X]

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)  
NFAS 5252.217-9301 - OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

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

ELAINE R DELL'ISOLA, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY  /s/ELAINE R DELL'ISOLA

09-Sep-2016

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA  
FAR (48 CFR) 53.243

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**GENERAL INFORMATION**

N00178-10-D-6237-EJ07: This is a FFP MAC IDIQ task order to provide planning and estimating and functional administration support services for the Public Works Department located at Camp Lemonnier, Djibouti, Africa.

Modification #08: The purpose of this modification is to:

1. Exercise Option Year 2, CLINS 8004, 8005, and 8008. Accordingly, subject Task Order is modified as follows:
  - a. Exercise OY2 CLINS:
    - CLIN 8004 (P&E support) =
    - CLIN 8005 (FA support) =
    - CLIN 8008 (FA support) =
    - Total Estimated Option 2 Price =
  - b. As a result of this modification, the cumulative contract price is increased by \_\_\_\_\_ from \_\_\_\_\_ to a new estimated total of \_\_\_\_\_
  - c. The contract performance period is changed to '30 September 2016 through 29 September 2017.'
2. All other terms and conditions of this task order remain unchanged.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \_\_\_\_\_ by \_\_\_\_\_ to \_\_\_\_\_

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8004	O&MN,N			
8005	O&MN,N			

The total value of the order is hereby increased from \_\_\_\_\_ by \_\_\_\_\_ to \_\_\_\_\_

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8004			
8005			

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

CLIN/SLIN	From	To
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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R499	BASE PERIOD: PLANNING AND ESTIMATING SUPPORT; The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Requirements Branch of the Facilities Maintenance Division (FMD). (O&MN,N)	11.0	MO		
800001	R499	ACRN AA - Funding Document N3379A15RC016B1 (O&MN,N)				
800002	R499	ACRN AB - Funding Document N3379A14RC081B1 (O&MN,N)				
8001	R499	BASE PERIOD: FUNCTIONAL ADMINISTRATION (FA) SUPPORT; The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS). (O&MN,N)	11.0	MO		
8002	R499	OPTION PERIOD 1: PLANNING AND ESTIMATING SUPPORT ♦ The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Requirements Branch of the Facilities Maintenance Division (FMD). (O&MN,N)	12.0	MO		
8003	R499	OPTION PERIOD 1: FUNCTIONAL ADMINISTRATION (FA) SUPPORT ♦ The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS). (O&MN,N)	12.0	MO		
8004	R499	OPTION PERIOD 2: PLANNING AND ESTIMATING SUPPORT ♦ The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Requirements Branch of the Facilities Maintenance Division (FMD). (O&MN,N)	12.0	MO		
8005	R499	OPTION PERIOD 2: FUNCTIONAL ADMINISTRATION (FA) SUPPORT ? The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS). (O&MN,N)	12.0	MO		
8006	R499	BASE PERIOD: FUNCTIONAL ADMINISTRATION (FA) SUPPORT; The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Project Management and Engineering Branch (PMEB). (O&MN,N)	10.0	MO		
8007	R499	Option Period 1: FUNCTIONAL ADMINISTRATION (FA) SUPPORT; The contractor shall provide all labor,	12.0	MO		

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		materials and equipment to meet the requirements of the Performance Work Statement in support of the Project Management and Engineering Branch (PMEB). (O&MN,N)				
8008	R499	2nd Option Period: FUNCTIONAL ADMINISTRATION (FA) SUPPORT; The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Project Management and Engineering Branch (PMEB). (O&MN,N)	12.0	MO		

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

Updated 8/30/2016

PERFORMANCE WORK STATEMENT FOR  
PLANNING AND ESTIMATING  
AND  
FUNCTIONAL ADMINISTRATION SUPPORT SERVICES  
FOR  
CAMP LEMONNIER, DJIBOUTI, AFRICA

### 1. SCOPE

Under this task order, the Contractor will independently provide services as set forth in this document in support of the overall operational objectives of Naval Facilities Engineering Command Europe Africa Southwest Asia (NAVFAC EURAFSWA). This contract/task order requirement is to provide assistance in construction and facilities services support for the Public Works Department located at Camp Lemonnier, Djibouti, Africa. The primary duties are to provide public works support services are delineated as follows:

- A. Planning and Estimating (P&E) support services for the Public Works Department
- B. Functional Administration (FA) support services to support the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS) of the Facilities Engineering and Acquisition Division (FEAD).
- C. Functional Administration (FA) support services to support the Project Management and Engineering Branch (PMEB) of the Facilities Engineering and Acquisition Division (FEAD).

The Contractor shall provide oversight and administration of all Contractor personnel and shall direct the efforts in response to specific task orders, work requirements and administrative support needs. This includes addressing all Community Management, Human Resource needs, planning and coordinating leave, and conducting employee reviews and appraisals. Contractor personnel will perform independent of and without the supervision of any Government official.

In performing this PWS, the Contractor shall make observations and write factual reports and provide recommendations. The Contractor shall not make decisions or judgments with respect to the adequacy of a BOS contractor's compliance and performance since those decisions will be made by Government personnel. Additionally, Government personnel will make the final decisions with respect to the development of statements of work (SOW), work scope, and cost estimates. Actions of Contractor personnel may not be interpreted or implemented in any manner that results in any Contractor personnel creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

The Contractor shall be responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. The Contractor shall be responsible for providing all materials, equipment and labor, to include technically qualified personnel to perform the services identified, unless specifically excluded in this PWS.

The Contractor's Management Plan will outline how contractor personnel on the task order will be managed to perform the requirements of the contract. It is permissible to submit an updated version of the management plan submitted in response to Section M of the solicitation.

The Contractor performing work under this PWS shall provide personnel with experience, qualifications, certifications, licenses, physical abilities and other requirements in this PWS to meet performance period, location, and security requirements as defined. Within three working days following award, the Contractor must submit documentation verifying that each employee assigned to perform work meets or exceeds the qualification requirements stated herein for Government acceptance. This submission of qualifications requirement remains for any subsequent employees. If, during the performance of services, any Contractor employee cannot continue to

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meet the requirements for any reason, the Contractor shall ensure that there is no gap in services longer than 14 calendar days per occasion or 21 cumulative calendar days annually. However, the Government reserves the right to prorate payment for such services not performed. In such cases, the Contractor POC stated in Paragraph 25 shall coordinate absences or leave with the Government Project Officer stated in Paragraph 24 and the Administrative Contract Specialist as early as possible.

## 2. ORGANIZATION

These services will be performed at Camp Lemonnier, Djibouti in support of the Requirements Branch Director and the FSC/FMFS Branch Director who reports to the Deputy Public Works Officer, the head of the Public Works Department (PWD).

## 3. TASKS/SERVICES

### 3.A Planning and Estimating support services (Requirements & Facilities Support Contract Branches):

The Contractor's role is to support NAVFAC and its Clients with identifying, defining, scoping, estimating, developing, and providing technical evaluations of job packages for contract or in-house execution. Planning and Estimating support services requirements include the responsibilities of managing the planning, developing requirements, estimating and evaluating costs associated with facility requirements for repairs and maintenance and base operating support contract (BOSC) indefinite delivery indefinite quantity (IDIQ) items, updating BOSC performance work statement items, alterations and minor construction projects (CAT III/IV). The Contractor shall: work with Government Clients to identify and define requirements; monitor and report on status of repairs, maintenance, IDIQ items, alterations and minor construction projects; locate and identify funding sources and recommend to Requirements/Facilities Support Branch Heads appropriate source for completion of work; provide coordination support in workflow development and provide recommendations for correction when work stoppages occur. Planning and Estimating (P&E) personnel have the authority to stop any portion of the service provider's work whether in-house or contractor that poses an imminent danger to personnel, equipment, or property. The basis of personnel for planning and estimating support is estimated at two (2) full-time equivalents per 12 months level of effort and does not include personal and sick leave or any other time that does not directly support the services outlined in this paragraph. Personnel are expected to perform at a pace no more than 55 work hours per week, unless there is an official United States holiday listed in 8A during the week. As support is not normally required during official holidays, the required level of support is reduced by 8 hours for each holiday.

Planning and Estimating support services include, but are not limited to:

3.A.1 - Review and recommend approval/disapproval of minor project Quality Control Plans.

3.A.2 - Review and recommend approval/disapproval of the minor project safety/accident prevention plans.

3.A.3 - Review customer work requests and recommend appropriate method of accomplishment.

3.A.4 - Interact with Clients, contractors and Public Works to identify facility issues and develop recommended solutions.

3.A.5 - Make visits to work sites to obtain information on facility/site conditions to develop and recommend appropriate remedial actions.

3.A.6 – Support the scheduling of required outages to avoid work stoppages for contractor, Clients and Public Works operations.

3.A.7 - Review and monitor work completion and provide recommendations for actions aiding customer and Public Works acceptance of completed work.

3.A.8 - Analyze work schedule by contractor or in-house forces for appropriate logic and compliance with contract terms and provide recommendations to Public Works Officer.

3.A.9 – Conduct problem resolution for Public Works Department and handling of disputed issues including recommendations for establishment of Government position.

3.A.10 - Develop draft project cost estimates for minor work, BOSC modifications and BOSC IDIQ items, repair and maintenance. Provide price evaluation for material purchases and contractor proposals and recommendations regarding adequacy of contractor bids in terms of technical/financial and soundness/appropriateness. Update BOSC

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Performance Work Statement (PWS) as needed to conform with NAVFAC protocol.

3.A.11 - Monitor process compliance with command energy, environmental, safety, ATFP policies and make recommendations for correction.

3.A.12 - Participate in regular progress meetings with Clients, contractors, Public Works officials and other interested parties regarding work in progress, completed, project status, discuss problems and provide recommendations to resolve issues.

3.A.13 - Attend Work Induction Board (WIB) meetings to present new work for scheduling and recommend appropriate routing and methods of accomplishment.

3.A.14 - Participate in all "Partnering" activities with Clients, contractors and Public Works (workshops, meetings, etc.) as requested.

3.A.15 - Provide technical support in answering requests for information (RFI) from service contractors.

3.A.16 - Review equipment inventories for accuracy and recommend additions and deletions to inventory lists.

3.A.17 - Monitor ongoing maintenance work to check contractor progress and verify compliance with plans and specifications.

3.A.18 - Make recommendations for the resolution of problems not involving changes to contract value, scope, terms or duration; recommend solutions to the Government officials (Public Works) for problems that may result in a change of contract value, terms or duration.

3.A.19 – Supports clients in fully developing scoping requirements and scoping estimates and facilitate induction of work within their AOR.

3.A.20- Provide support in finding, translating and interpreting host nation technical and safety standards as they apply to performance of work.

3.A.21 - Monitor contractor's maintenance of drawings as modifications and alterations to facilities are made. Make recommendations for correction.

3.A.22 - Provide technical support in the areas of fire protection certification, elevator certifications, Boiler/UPV certifications by monitoring contractor compliance in the areas of Testing and Balancing (TABs), Duct Air Leakage Testing (DALTS), Digital Control Systems (DDC) for HVAC systems and making recommendations for correction.

3.A.23 - Verify that the contractor provides a complete set of Operation and Maintenance Support Information (OMSI) Manuals and contractor provided user training for new equipment installed in the process of maintenance and/or equipment changes or upgrades. Make recommendations for correction.

3.A.24 - Recommends acceptance or rejection of completed maintenance work performed by contract, including punch list preparation.

3.A.25 - Attend testing and start-up of major systems, training, final acceptance of new systems and review completed work to verify that it meets the needs of the Client and Public Works. Make recommendations for correction.

3.A.26 - Complete all training the Government deems necessary. Training may be either for professional development that the Governments determines will enable the service provider to provide enhanced support, or may be on general topics such as, Equal Employment Opportunity, Sexual Harassment, Trafficking in Persons, etc.

### **3.B. Functional and Administrative Support (FA) (FSC/FMFS Branch):**

The Contractor's role is to assist NAVFAC EURAFSWA with performance of office automation services, to provide general office clerical support, clerical work related to the filing and systematic arrangement of records for storage or reference purposes, and analysis and advisory services related to the effectiveness and/or the efficiency of the management of administrative operations. The basis of personnel service for FA support is estimated at one (1) full-time equivalent (F.T.E.) per year and does not include holidays, overtime (refer to Paragraph 8 of the PWS), personal and sick leave nor any other time that does not directly support the services outlined in this paragraph. Personnel are expected to perform at a pace no more than 40 hours per week, unless there is an official United States holiday listed in 8A during the week. As support is normally required during official holidays, the required level of support is reduced by 8 hours for each holiday.

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Functional Administration (FA) support personnel provide assistance toward the completion of services required, including but not limited to the following actions/activities:

- 3.B.1 Study contents of incoming reports and correspondence which concern complex and specialized matters
- 3.B.2 Conduct information searches for reference materials or research related to specific programs
- 3.B.3 Periodically review filed materials to determine if material should be consolidated, have new classification, or be retired.
- 3.B.4 Examine materials to identify subject matter and assigns proper classification from among numerous possibilities.
- 3.B.5 Maintain office files.
- 3.B.6 Select relevant topics for cross referencing and indexing.
- 3.B.7 Screen for and separate materials related to special projects and programs.
- 3.B.8 Use office automation equipment and a variety of software to produce various documents in draft or final form, which may include specialized terminology and/or complicated formats.
- 3.B.9 Uses office automation software such as database or spreadsheet to enter, revise, sort or calculate, and retrieve data; graphics software to provide graphic symbols, charts and graphs.
- 3.B.10 Transmit and receive documents and messages electronically using a computer.
- 3.B.11 Review incoming mail or documents; receive and refer telephone calls and visitors to appropriate co-workers.
- 3.B.12 Assist staff members on individual projects. Conduct follow-up actions to assure timely receipt of responses; assembles data, consolidates and prepares reports.
- 3.B.13 May type or prepare travel orders or vouchers; requisition office supplies, equipment, and publications.
- 3.B.14 May maintain time and attendance records.
- 3.B.15 Prepare materials for work flow and operational analysis, cost studies, and/or equipment utilization.
- 3.B.16 Prepare initial work plans and draft reports based on existing procedures or observation of the activity to be studied.
- 3.B.17 Review both operational plans and current and incoming work projects. Make recommendations for improving methods. Advise on the adequacy of budgeting. Determine the need for office administrative work standards and/or control systems.

### **3.C. Functional and Administrative Support (FA) (Project Management and Engineering Branch):**

The Contractor's role is to assist NAVFAC EURAFSWA with performance of office automation services, to provide general office clerical support, clerical work related to the filing and systematic arrangement of records for storage or reference purposes, and analysis and advisory services related to the effectiveness and/or the efficiency of the management of administrative operations. The basis of personnel service for FA support is estimated at one (1) full-time equivalent (F.T.E.) per year and does not include holidays, overtime (refer to Paragraph 8 of the PWS), personal and sick leave nor any other time that does not directly support the services outlined in this paragraph. Personnel are expected to perform at a pace no more than 40 work hours per week, unless there is an official United States holiday listed in 8A during the week. As support is not normally required during official holidays, the required level of support is reduced by 8 hours for each holiday.

- 3.C.1 Study contents of incoming reports and correspondence which concern complex and specialized matters.



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- 3.C.2 Conduct information searches for reference materials or research related to specific programs.
- 3.C.3 Periodically review filed materials to determine if material should be consolidated, have new classification, or be retired.
- 3.C.4 Examine materials to identify subject matter and assigns proper classification from among numerous possibilities.
- 3.C.5 Maintain office files.
- 3.C.6 Select relevant topics for cross referencing and indexing.
- 3.C.7 Screen for and separate materials related to special projects and programs.
- 3.C.8 Use office automation equipment and a variety of software to produce various documents in draft or final form, which may include specialized terminology and/or complicated formats.
- 3.C.9 Uses office automation software such as database or spreadsheet to enter, revise, sort or calculate, and retrieve data; graphics software to provide graphic symbols, charts and graphs.
- 3.C.10 Transmit and receive documents and messages electronically using a computer.
- 3.C.11 Review incoming mail or documents; receive and refer telephone calls and visitors to appropriate co-workers.
- 3.C.12 Assist staff members on individual projects. Conduct follow-up actions to assure timely receipt of responses; assembles data, consolidates and prepares reports.
- 3.C.13 May type or prepare travel orders or vouchers; requisition office supplies, equipment, and publications.
- 3.C.14 May maintain time and attendance records.
- 3.C.15 Prepare materials for work flow and operational analysis, cost studies, and/or equipment utilization.
- 3.C.16 Prepare initial work plans and draft reports based on existing procedures or observation of the activity to be studied.
- 3.C.17 Review both operational plans and current and incoming work projects. Make recommendations for improving methods. Advise on the adequacy of budgeting. Determine the need for office administrative work standards and/or control systems.

#### 4. DELIVERABLES

All tasks/services shall be performed on time, accurately, and completely. Contractor shall submit a weekly project status report for any assigned project to the applicable personnel depicted in the Chart 4A, and attend any project meetings, as requested by the Requirements Branch Director. For the purposes of submission, the following personnel, or their designated representatives, are designated to receive submittals:

Contracting Officer (KO)  
Contracting Officer's Representative (COR)  
Facilities Engineering and Acquisitions Division (FEAD) Director

##### 4.A. Planning and Estimating support services:

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
Contractor Project Officer	25	Two working days following award	1	KO
Documentation indicating personnel meet or exceed qualifications	1	Three working days following award	1	KO

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Management Plan (Updated version)	1	Five working days following award (if required by KO)	1	KO
Project Status Report	4	Friday each week	1	KO / COR
Summary of Support Actions	4	Last working day of each month	1	KO / COR
Statements of Work	3.A.1 3.A.2 3.A.3 3.A.18	As required by mission	1	FEAD/KO
Task orders updates/change requests	3.A.3 3.A.6 3.A.18	As required by mission	1	FEAD/KO
CAT III/IV Job Scopes	3.A.3 3.A.9	As required by mission	1	FEAD/KO
CAT III/IV & BOSC Cost Estimates Information	3.A.3 3.A.10	As required by mission	1	FEAD/KO
BOSC Technical Evaluations	3.A.3 3.A.10	As required by mission	1	FEAD/KO
BOSC PWS Update(s)	3.A.3 3.A.10	As required by mission	1	FEAD/KO
Inspection Reports/Punch-lists	3.A.7 3.A.8 3.A.25	As required by mission	1	FEAD/KO
Submittal Reviews	3.A.16	As required by mission	1	FEAD/KO

#### 4.B. Functional and Administrative Support (FA) (FSC/FMFS Branch):

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
General office correspondence	3.B.8 3.B.10 3.B.12	As required by mission	1	COR/ KO
Establish and maintain file management system	3.B.3 3.B.4 3.B.5 3.B.6	Weekly	1	COR
Assist with processing of contractor invoices, submittals, proposals and other contract documents.	3.B.11 3.B.12 3.B.15	Monthly	1	COR
Assist with posting of construction solicitations and procurement procedures	3.B.9 3.B.10 3.B.15	As required by mission	1	FEAD/KO

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#### 4.C. Functional and Administrative Support (FA) (Project Management and Engineering Branch):

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
General office correspondence	3.C.8 3.C.10 3.C.12	As required by mission	1	COR/ KO
Establish and maintain file management system	3.C.3 3.C.4 3.C.5 3.C.6	Weekly	1	COR
Assist with processing of contractor invoices, submittals, proposals and other contract documents.	3.C.11 3.C.12 3.C.15	Monthly	1	COR
Assist with posting of construction solicitations and procurement procedures	3.C.9 3.C.10 3.C.15	As required by mission	1	FEAD/KO

#### 5. CERTIFICATIONS, LICENSES, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED

Contractor personnel performing services under each representative area must meet the following requirements and have the following licenses and/or certifications for each respective position:

##### 5.A Planning and Estimating support services (FMD Requirements Branch):

5.A.1 Extensive technical and practical knowledge and experience (at least 3 years) as a Customer Liaison (Facility Maintenance Operations), Maintenance Program Manager, Facility Equipment Inventory Manager, Planer/Estimator, Engineering Technician or Contracting Officer's Technical Representative on Department of Navy or other Department of Defense Construction Projects.

5.A.2 Maintenance Managers shall possess at least a Bachelors of Science/Art degree (or European/Southwest Asian equivalent) that sufficiently prepares the incumbent to manage maintenance operations and communicate effectively with a range of levels within the organization.

5.A.3 Demonstrated working knowledge of engineering and architecture principles, building construction, construction science or maintenance management.

5.A.4 Demonstrated ability to perform cost estimates and technical evaluation to compare contractor bids for technical soundness and make recommendations on reasonableness.

5.A.5 Experience demonstrating a sound understanding of facility construction and maintenance concepts, principles and practices applicable to multi-disciplined maintenance, repair and alteration projects.

5.A.6 Demonstrated knowledge of maintenance practices and methods, and maintenance management skills.

5.A.7 Ability to write and speak fluent English in order to provide reports and make presentations to Government personnel.

5.A.8 Demonstrated ability to monitor maintenance, repair and alteration projects to a successful and timely completion with respect to schedule and budget.

5.A.9 Demonstrated knowledge of Single Platform Maximo (SPM) or other similar Computerized Maintenance Management Systems (CMMS).

5.A.10 Ability to perform strenuous activity while working outdoors in extreme heat or cold, working in confined spaces, climbing and using fall protection equipment. Assigned Contractor personnel must present

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medical certificate of physical qualification showing that they are physically capable of performing the tasks outlined in the PWS.

5.A.11 Demonstrated knowledge of safety and occupational health principles, practices, procedures, laws and regulations as they relate to maintenance performance requirements. (Outlined in the EM-385-1-1 and 29 CFR).

5.A.12 Must successfully pass required security background investigation, see paragraph 10 for complete security requirements.

5.B. Functional and Administrative Support (FA) (FSC/FMFS Branch):

5.B.1 Ability to write and speak fluent English in order to provide reports and make presentations to Government personnel.

5.B.2 Thorough knowledge of the contents, arrangement, and filing procedures for subject matter, historical, and numerical filing systems, including types and purposes of documents kept.

5.B.3 Knowledge of the functions of the organization in order to locate required materials in any of several possible locations, to classify and cross reference materials accurately and to determine specific assignments for materials when the subject is not readily discernable.

5.B.4 Knowledge of records management procedures for a variety of filing systems.

5.B.5 Knowledge of the organization's record transfer and archival practices.

5.B.6 A fully qualified typist required to operate an electronic typewriter, word processor, microcomputer, or computer terminal.

5.B.7 Knowledge of varied and advanced functions of one or more automated systems to produce a wide range of documents.

5.B.8 Knowledge of office automation systems in order that several types of software such as Microsoft Office may be used for various office needs such as graphs, tables, and charts.

5.B.9 Knowledge of spelling, grammar, punctuation, capitalization.

5.B.10 Knowledge of specialized terminology, organization mission, and the roles of co-workers to type materials, to receive and screen phone calls and visitors, and maintain files.

5.B.11 Knowledge of the organizational structures and functions is needed to answer routine and non-technical inquiries.

5.B.12 Knowledge of management analysis techniques to identify, consider, and resolve issues or problems.

5.B.13 Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations.

**5.C. Functional and Administrative Support (FA) (Project Management and Engineering Branch):**

5.C.1 - Ability to write and speak fluent English in order to provide reports and make presentations to Government personnel.

5.C.2 - Thorough knowledge of the contents, arrangement, and filing procedures for subject matter, historical, and numerical filing systems, including types and purposes of documents kept.

5.C.3 - Knowledge of the functions of the organization in order to locate required materials in any of several possible locations, to classify and cross reference materials accurately and to determine specific assignments for materials when the subject is not readily discernable.

5.C.4 - Knowledge of records management procedures for a variety of filing systems.

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5.C.5 - Knowledge of the organization's record transfer and archival practices.

5.C.6 - A fully qualified typist required to operate an electronic typewriter, word processor, microcomputer, or computer terminal.

5.C.7 - Knowledge of varied and advanced functions of one or more automated systems to produce a wide range of documents.

5.C.8 - Knowledge of office automation systems in order that several types of software such as Microsoft Office may be used for various office needs such as graphs, tables, and charts.

5.C.9 - Knowledge of spelling, grammar, punctuation, capitalization.

5.C.10 - Knowledge of specialized terminology, organization mission, and the roles of co-workers to type materials, to receive and screen phone calls and visitors, and maintain files.

5.C.11 - Knowledge of the organizational structures and functions is needed to answer routine and non-technical inquiries.

5.C.12 - Knowledge of management analysis techniques to identify, consider, and resolve issues or problems.

5.C.13 - Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations.

## **6. PLACE OF PERFORMANCE**

Services will be primarily performed on government facilities but may occasionally be provided off-site depending on program requirements. On-site work will be performed primarily at the government facilities onboard Camp Lemonnier, Djibouti.

## **7. PERIOD OF PERFORMANCE**

The period of performance onsite at Camp Lemonnier, Djibouti is one calendar year from effective date of contract, as stated in block 3 of the award document (DD-1155), referred to as the base period. Personnel supporting this contract must be in place at Camp Lemonnier and ready to perform work upon start of each performance period, as indicated in "Section F – Deliveries or Acceptance." This task order includes two (2) option periods, which may be unilaterally exercised by the Government. The option periods shall not exceed one (1) year in duration. All terms and conditions applicable to the base period shall extend to the option period unless otherwise agreed upon in writing.

## **8. OPERATIONAL HOURS**

The Contractor shall coordinate actual work schedule with the Deputy Public Works Officer (DPWO) and the COR. Services delineated in this PWS are expected to be performed by contractor personnel during normal Government work days, unless there is an official United States holiday listed in 8A during the week. The Government's normal business hours at Camp Lemonnier, Djibouti are Monday thru Friday, 0800 – 1700 and Saturday, 1200 - 1700. As support is not normally required during official holidays, the required level of support is reduced by 8 hours for each holiday. As a result, Contractor personnel are not expected to provide support during United States official holidays. Additionally, Djibouti national holidays in 8.B are listed for reference. Contract personnel are expected to provide services during Djibouti holidays, but need to be prepared to make allowances for impacts that these dates may have on the ability to successfully complete necessary services. Emergency situations may require immediate response during normally off-duty hours, as directed by the COR and may require temporary adjustments to normal work schedules.

8.A United States official holidays (dates may vary each year):

Columbus Day

Veterans Day

Thanksgiving Day

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Christmas Day  
New Year' s Day  
Martin Luther King' s Birthday  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day

8.B Djibouti official holidays (dates may vary for option years):

Eid Al Adha  
El-am-Hejir (Islamic New Year)  
Mouloud (Prophet' s Birthday) Labor Day  
Ascension of the Prophet  
Independence Day  
Eid Al Fitr

## 9. OVERTIME

The functions described in Paragraph 3 above are considered exempt as defined in the U.S. Fair Labor Standards Act. As such, the CLIN prices offered by the contractor are considered to include a reasonable amount of hours beyond a 40-hour workweek.

## 10. PAYMENT FOR UNAUTHORIZED WORK

No payments will be made for any unauthorized supplies and/or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of their own volition or at the request of an individual other than the COR or Contracting Officer. All changes to the specifications, terms, and conditions under this task order requires a modification to the task order executed by the Contracting Officer.

## 11. SECURITY REGULATIONS AND REQUIREMENTS

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

11.2 If required, within ten (10) days after award, the Contractor shall provide a list identifying the Contractor staff including: FIRST NAME, LAST NAME, MIDDLE INITIAL, NICKNAME, COUNTRY OF CITIZENSHIP, and JOB TITLE. This information will be used for obtaining and issuing Common Access Cards (CAC).

11.3 COMPLETED AND FINAL National Agency Checks with Inquiries (NACI) and FBI Fingerprint (submit via a SF-85P) ARE REQUIRED for access to computer network based project files and emails. NO EXCEPTIONS currently allowed.

11.4 - Use of Drugs is Prohibited: No drug use is allowed at any time, on or off base, this includes chewing Khat. Violation of this requirement may result in immediate removal of personnel from the installation and/or termination of this contract.

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

12.1 Travel is not required in the normal completion of duties.

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12.2 The cost and means of local travel is the responsibility of the Contractor. The Government is not required to provide transportation to any Contractor employee.

### **13. TASK ORDER TYPE**

This will be a Firm Fixed-Price contract.

### **14. ADMINISTRATIVE CONSIDERATIONS**

Correspondence: To promote timely and effective administration, correspondence shall be subject to the following procedures:

- Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the COR.
- All other correspondence (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this SOW) shall be addressed to the Contracting Officer.

### **15. NON-PERSONAL SERVICES STATEMENT**

Contractor personnel performing services under this order will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that their personnel properly comply with the performance work standards outlined in the statement of work. Contractor personnel will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

### **16. CONTRACTOR INTERFACE**

The Contractor and/or his Subcontractors may be required as part of the performance of this effort to work with other Contractors working for the Government. Such other Contractors shall not direct this Contractor or this Contractor's Subcontractors in any manner. Also, this Contractor and/or its Subcontractors shall not direct the work of such other Contractors in any manner, unless the actions of any other personnel pose immediate danger to life or health of personnel.

### **17. DISCLOSURE OF INFORMATION**

Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The Contractor agrees to assume responsibility for protecting the confidentiality of Government records and other records disclosed or made available to the Contractor in connection with the performance of this contract, which is not public information. Each Contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

### **18. ACCESS TO PROPRIETARY DATA**

Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or Contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort except to authorized Government personnel or upon written approval of the Contracting Officer. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the

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Government between the Contractor and the data owner which provides greater rights to the Contractor.

## **19. QUALITY ASSURANCE**

The Government designated point of contact in paragraph 23 will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the designated point of contact will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by written approval and acceptance by the designated point of contact. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

## **20. GOVERNMENT FURNISHED PROPERTY/INFORMATION**

20.1 The Government shall provide introductions to Contractor personnel of all key Government representatives along with a briefing on their roles and functions in the organization, initial familiarization/orientation of task requirements, and any required hardware and software manuals or other documentation. Published guidance will be provided by the Government as needed, including but not limited to a variety of Federal, Department of Defense, Department of Navy, or Naval Facilities Engineering Command publications, manuals, directives, standards, policies, and procedures.

20.2 The Government will provide safety vests and hard hats. All other Personal Protective and Safety Equipment shall be provided by the Contractor. The Government will provide furnished administrative working space for Contractor personnel located onsite at Camp Lemonnier, Djibouti. Report generation and tracking through the use of Government databases are necessary functions for the services provided in this PWS, therefore the Government will furnish computer assets to for these functions.

20.3 The Government will provide Government vehicles to Contractor personnel for the performance of any site visits or inspections.

## **21. OTHER TERMS AND CONDITIONS**

Individuals assigned as Contractor personnel will not serve on Technical Evaluation Boards, Price Evaluation Boards or Source Selection Boards as a voting or advisory member without first receiving approval for the use of advisory and assistance services by the NAVFAC Acquisition proponent in accordance with NFAS 37.203. In addition, these individuals will not be assigned as a Contracting Officer's Authorized Representative.

## **22. IMMIGRATION AND VISA REQUIREMENTS**

22.1 The Contractor is required to complete all necessary paperwork and obtain required host nation sponsorship and all required visas to as well as follow all Djiboutian immigration regulations to work in Djibouti at their own expense.

22.2 Upon arrival in country the Contractor shall take the following to the Camp Lemonnier Base Access Control Office (BACO): Copy of Contract, Copy of Passport, a letter from the supported command explaining stating they are on contract, and a waiver letter from the company stating Camp Lemonnier is not responsible for the contracted personnel.

22.3 BACO will issue required correspondence authorizing entry to Camp Lemonnier.

## **23. HOUSING AND TRANSPORTATION**

The contractor is responsible for all lodging, meals, commuting costs, and incidental costs for their personnel while they are at Camp Lemonnier, Djibouti. The contractor is also responsible for all relocation related costs for their personnel. The Government will not provide housing, meals or transportation for personnel's commute to and from work.



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#### **24. GOVERNMENT PROJECT OFFICER**

The Government Project Officer will provide general instructions to Contractor POC in Paragraph 24 on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.

Camp Lemonnier, Djibouti Contracting Officer's Representative (COR)

Carlos R. Hernandez Alicea, PM&E Branch Head

N4/PWD Building 211 A

PSC 831 BOX 7847

FPO AE 09363

DSN 311-824-4108

Camp Lemonnier, Djibouti Alternate Contracting Officer's Representative (ACOR)

LTJG Brian Wheelock, SC, USN

FM&S Branch Head/COR

Public Works Department (PWD)

BLDG 211, Room #7 Camp Lemonnier, Djibouti, HOA

DSN: 311.824.4138

Email: [brian.m.wheelock.mil@mail.mil](mailto:brian.m.wheelock.mil@mail.mil)

#### **25. CONTRACTOR PROJECT OFFICER**

The Contractor will provide the Government project officer a single point of contact as the designated individual to receive direction from the Government. This individual will be responsible for directing the Contractor personnel. Should a Contractor Project Officer change anytime during the term of this task order contract, the contractor shall notify the Contracting Officer (KO) and the Contracting Officer's Representative (COR) of such change.

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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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## **SECTION E INSPECTION AND ACCEPTANCE**

FAR Clause 52.246-4 INSPECTION OF SERVICES - FIXED PRICE applies.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	11/7/2014 - 9/29/2015
8001	11/7/2014 - 9/29/2015
8002	9/30/2015 - 9/29/2016
8003	9/30/2015 - 9/29/2016
8004	9/30/2016 - 9/29/2017
8005	9/30/2016 - 9/29/2017
8006	11/30/2014 - 9/29/2015
8007	9/30/2015 - 9/29/2016
8008	9/30/2016 - 9/29/2017

## CLIN - DELIVERIES OR PERFORMANCE

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

8000	11/7/2014 - 9/29/2015
8001	11/7/2014 - 9/29/2015
8002	9/30/2015 - 9/29/2016
8003	9/30/2015 - 9/29/2016
8004	9/30/2016 - 9/29/2017
8005	9/30/2016 - 9/29/2017
8006	11/30/2014 - 9/29/2015
8007	9/30/2015 - 9/29/2016
8008	9/30/2016 - 9/29/2017

Services to be performed hereunder will be provided at Camp Lemonnier, Djibouti.

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## SECTION G CONTRACT ADMINISTRATION DATA

### 1.0 ADMINISTRATIVE CONTRACTING OFFICES AND PAYING OFFICES

1.1 The Contract Administrative Office for this contract is:

Naval Facilities Engineering Command Europe Africa Southwest Asia  
Attn: Brian Griffin, Contract Specialist  
Viale Porte, Box 51  
Aeroporto Capodichino  
80144 Napoli, Italia

1.2 Payments will be made via Electronics Transfer by:

DFAS Cleveland  
P.O. Box 998022  
Cleveland, OH 44199

### 2.0 WAWF INVOICING PROCEDURES

#### WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, THE Contractor shall---

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order.

(1) *Document type.* The Contractor shall use the following document type(s): NAVCON

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

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*Inspection location:* N33191/DJIBOU

*Acceptance location:* N33191

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

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N33191
Admin DoDAAC	N33191
Inspect By DoDAAC	N33191/DJIBOU
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N33191
LPO DoDAAC	N33191
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable, and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

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

Inspector: Carlos Hernandez [carlos.r.hernandezalicea.civ@mail.mil](mailto:carlos.r.hernandezalicea.civ@mail.mil)

LTJG Brian Wheelock [brian.wheelock.mil@mail.mil](mailto:brian.wheelock.mil@mail.mil)

Acceptor: Brian Griffin [brian.d.griffin@eu.navy.mil](mailto:brian.d.griffin@eu.navy.mil)

Elaine Dell'Isola [elaine.dellisola@eu.navy.mil](mailto:elaine.dellisola@eu.navy.mil)

Certifying Official: Maryann Hough [maryann.hough@eu.navy.mil](mailto:maryann.hough@eu.navy.mil)

(g) *WAWF point of contact.*

(1) *WAWF point of contact.* The NAVFAC WAWF point of contact for this task order contract can be reached at [NAVFACACQ\\_INV@eu.navy.mil](mailto:NAVFACACQ_INV@eu.navy.mil). The Contractor shall enter the email address identified herein in the "send Additional Email Notifications" field of WAWF once a document is submitted in the system.

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

*(End of WAWF Clause)*

### **3.0 TECHNICAL POINT OF CONTACT AND INSPECTION AND ACCEPTANCE**

The Contracting Officer's Representative (COR) under this Task Order and the person responsible for performing inspection and acceptance of the contractor's performance at the destination is:

Camp Lemonnier, Djibouti Contracting Officer's Representative (COR)

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Carlos R. Hernandez Alicea, PM&E Branch Head

N4/PWD Building 211 A

PSC 831 BOX 7847

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Camp Lemonnier, Djibouti

DSN 311-824-4108

Email: [carlos.r.hernandezalicea.civ@mail.mil](mailto:carlos.r.hernandezalicea.civ@mail.mil)

Camp Lemonnier, Djibouti Alternate Contracting Officer's Representative (ACOR)

LTJG Brian Wheelock, SC, USN

FM&S Branch Head/COR

Public Works Department (PWD)

BLDG 211, Room #7 Camp Lemonnier, Djibouti, HOA

DSN: 311.824.4138

Email: [brian.m.wheelock.mil@mail.mil](mailto:brian.m.wheelock.mil@mail.mil)

#### **4.0 PAYMENT INSTRUCTIONS AND INFORMATIONAL SLINS**

DFARS 252.204-0001 (SEP 2009)

#### **5.0 CONTRACTOR'S FINAL RELEASE INSTRUCTIONS**

Before the final payment under this task order is made, the Contractor shall complete and submit to the Contracting Officer, a NAVFAC "Contractor's Release Statement."

Accounting Data

SLINID	PR Number	Amount
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## SECTION H SPECIAL CONTRACT REQUIREMENTS

1.0 Logistical Support will be provided to the service provider in the form of access to the Department of Defense Navy Exchange Mini-Market.

2.0. Contractor and Contract Employee Requirements:

2.1.1. Contract employees shall answer the phone as follows:

(Name) / (Name of Contractor) Support Contractor

2.1.2. All Contractor documents shall include the following:

(Name)

Planning and Estimator

(Company Name)

Support Contractor for PWD, Camp Lemonnier, Djibouti

or

(Name)

Functional Administrator

(Company Name)

Support Contractor for PWD, Camp Lemonnier, Djibouti

2.1.3. Emails shall include the following:

(Name)

Planning and Estimator

(Company Name)

Support Contractor for PWD, Camp Lemonnier, Djibouti

or

(Name)

Functional Administrator

(Company Name)

Support Contractor for PWD, Camp Lemonnier, Djibouti

2.1.4. Cubicles/workstation shall exhibit the following:

(Name)

Planning and Estimator

(Contractor Name) / Contractor Support

or

(Name)

Functional Administrator

(Contractor Name) / Contractor Support

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## SECTION I CONTRACT CLAUSES

**IN ADDITION TO THE PROVISIONS AND CLAUSES INCORPORATED IN THE BASIC MAC CONTRACT, THE FOLLOWING APPLY:**

**PROVISIONS / CLAUSES BY REFERENCE:**

**FAR 52.204-10 – REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JUL 2010)**  
**FAR 52.214-34 - SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)**  
**FAR 52.228-3 – WORKERS COMPENSATION INSURANCE (DEFENSE BASE ACT). (APR 1984)**  
**FAR 52.228-4 - WORKERS COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS (APR 1984)**  
**FAR 52.229-6 - TAXES - FOREIGN FIXED-PRICE CONTRACTS (JUN 2003)**  
**FAR 52.237-1 - SITE VISIT (APR 1984)**  
**FAR 52.237-2 - PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)**  
**FAR 52.246-4 - INSPECTION OF SERVICES-FIXED PRICE (AUG 1996)**  
**FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**  
**DFARS 252.201-7000 CONTRACTING OFFICER’S REPRESENTATIVE. (DEC 1991)**  
**DFARS 252.204-7000 DISCLOSURE OF INFORMATION (AUG 2013)**  
**DFARS 252.204-7003 CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT (APR 1992)**  
**DFARS 252.225-7993 PROHIBITION ON CONTRACTING WITH THE ENEMY (DEVIATION 2014-O0020) (SEP 2014)**  
**DFARS 252.229-7000 - INVOICES EXCLUSIVE OF TAXES OR DUTIES (JUN 1997)**  
**DFARS 252.229-7001 - TAX RELIEF (JUN 1997)**  
**DFARS 252.232-7008 - ASSIGNMENT OF CLAIMS (OVERSEAS) (JUNE 1997)**  
**DFARS 252.233-7001 - CHOICE OF LAW (OVERSEAS) (JUNE 1997)**  
**DFARS 252.232-7006 - WIDE AREA WORK FLOW PAYMENT INSTRUCTIONS (MAY 2013)**

**PROVISIONS/CLAUSES BY FULL TEXT**

**FAR 52.216-1 - TYPE OF CONTRACT (APR 1984)**

**THE GOVERNMENT CONTEMPLATES AWARD OF A FIRM FIXED PRICE CONTRACT RESULTING FROM THIS SOLICITATION.**

**(END OF PROVISION)**

**FAR 52.217-5 - EVALUATION OF OPTIONS (JULY 1990)**  
**EXCEPT WHEN IT IS DETERMINED IN ACCORDANCE WITH FAR 17.206(B) NOT TO BE IN THE GOVERNMENT’S BEST INTERESTS, THE GOVERNMENT WILL EVALUATE OFFERS FOR AWARD PURPOSES BY ADDING THE TOTAL PRICE FOR ALL OPTIONS TO THE TOTAL PRICE FOR THE BASIC REQUIREMENT. EVALUATION OF OPTIONS WILL NOT OBLIGATE THE GOVERNMENT TO EXERCISE THE OPTIONS.**

**(END OF PROVISION)**

**FAR 52.222-50 ALT I COMBATING TRAFFICKING IN PERSONS (AUG 2007)**

**(A) DEFINITIONS. AS USED IN THIS CLAUSE—**

**“COERCION” MEANS—**

- (1) THREATS OF SERIOUS HARM TO OR PHYSICAL RESTRAINT AGAINST ANY PERSON;**
- (2) ANY SCHEME, PLAN, OR PATTERN INTENDED TO CAUSE A PERSON TO BELIEVE THAT FAILURE TO PERFORM AN ACT WOULD RESULT IN SERIOUS HARM TO OR PHYSICAL RESTRAINT AGAINST ANY PERSON; OR**
- (3) THE ABUSE OR THREATENED ABUSE OF THE LEGAL PROCESS.**

**“COMMERCIAL SEX ACT” MEANS ANY SEX ACT ON ACCOUNT OF WHICH ANYTHING OF VALUE IS GIVEN TO OR RECEIVED BY ANY PERSON.**

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**“DEBT BONDAGE” MEANS THE STATUS OR CONDITION OF A DEBTOR ARISING FROM A PLEDGE BY THE DEBTOR OF HIS OR HER PERSONAL SERVICES OR OF THOSE OF A PERSON UNDER HIS OR HER CONTROL AS A SECURITY FOR DEBT, IF THE VALUE OF THOSE SERVICES AS REASONABLY ASSESSED IS NOT APPLIED TOWARD THE LIQUIDATION OF THE DEBT OR THE LENGTH AND NATURE OF THOSE SERVICES ARE NOT RESPECTIVELY LIMITED AND DEFINED.**

**“EMPLOYEE” MEANS AN EMPLOYEE OF THE CONTRACTOR DIRECTLY ENGAGED IN THE PERFORMANCE OF WORK UNDER THE CONTRACT WHO HAS OTHER THAN A MINIMAL IMPACT OR INVOLVEMENT IN CONTRACT PERFORMANCE.**

**“FORCED LABOR” MEANS KNOWINGLY PROVIDING OR OBTAINING THE LABOR OR SERVICES OF A PERSON—**

**(1) BY THREATS OF SERIOUS HARM TO, OR PHYSICAL RESTRAINT AGAINST, THAT PERSON OR ANOTHER PERSON;**

**(2) BY MEANS OF ANY SCHEME, PLAN, OR PATTERN INTENDED TO CAUSE THE PERSON TO BELIEVE THAT, IF THE PERSON DID NOT PERFORM SUCH LABOR OR SERVICES, THAT PERSON OR ANOTHER PERSON WOULD SUFFER SERIOUS HARM OR PHYSICAL RESTRAINT; OR**

**(3) BY MEANS OF THE ABUSE OR THREATENED ABUSE OF LAW OR THE LEGAL PROCESS.**

**“INVOLUNTARY SERVITUDE” INCLUDES A CONDITION OF SERVITUDE INDUCED BY MEANS OF —**

**(1) ANY SCHEME, PLAN, OR PATTERN INTENDED TO CAUSE A PERSON TO BELIEVE THAT, IF THE PERSON DID NOT ENTER INTO OR CONTINUE IN SUCH CONDITIONS, THAT PERSON OR ANOTHER PERSON WOULD SUFFER SERIOUS HARM OR PHYSICAL RESTRAINT; OR**

**(2) THE ABUSE OR THREATENED ABUSE OF THE LEGAL PROCESS.**

**“SEVERE FORMS OF TRAFFICKING IN PERSONS” MEANS—**

**(1) SEX TRAFFICKING IN WHICH A COMMERCIAL SEX ACT IS INDUCED BY FORCE, FRAUD, OR COERCION, OR IN WHICH THE PERSON INDUCED TO PERFORM SUCH ACT HAS NOT ATTAINED 18 YEARS OF AGE; OR**

**(2) THE RECRUITMENT, HARBORING, TRANSPORTATION, PROVISION, OR OBTAINING OF A PERSON FOR LABOR OR SERVICES, THROUGH THE USE OF FORCE, FRAUD, OR COERCION FOR THE PURPOSE OF SUBJECTION TO INVOLUNTARY SERVITUDE, PEONAGE, DEBT BONDAGE, OR SLAVERY.**

**“SEX TRAFFICKING” MEANS THE RECRUITMENT, HARBORING, TRANSPORTATION, PROVISION, OR OBTAINING OF A PERSON FOR THE PURPOSE OF A COMMERCIAL SEX ACT.**

**(B) POLICY. THE UNITED STATES GOVERNMENT HAS ADOPTED A ZERO TOLERANCE POLICY REGARDING TRAFFICKING IN PERSONS. CONTRACTORS AND CONTRACTOR EMPLOYEES SHALL NOT—**

**(1) ENGAGE IN SEVERE FORMS OF TRAFFICKING IN PERSONS DURING THE PERIOD OF PERFORMANCE OF THE CONTRACT;**

**(2) PROCURE COMMERCIAL SEX ACTS DURING THE PERIOD OF PERFORMANCE OF THE CONTRACT; OR**

**(3) USE FORCED LABOR IN THE PERFORMANCE OF THE CONTRACT.**

**(C) CONTRACTOR REQUIREMENTS. THE CONTRACTOR SHALL—**

**(1) NOTIFY ITS EMPLOYEES OF—**

**(I)**

**(A) THE UNITED STATES GOVERNMENT'S ZERO TOLERANCE POLICY DESCRIBED IN PARAGRAPH (B) OF THIS CLAUSE; AND**

**(B) THE FOLLOWING DIRECTIVE(S) OR NOTICE(S) APPLICABLE TO EMPLOYEES PERFORMING WORK AT THE CONTRACT PLACE(S) OF PERFORMANCE AS INDICATED BELOW:**

**DOCUMENT TITLE: DEPARTMENT OF DEFENSE INSTRUCTION 2200.01, DATED SEPTEMBER 15, 2010, ENTITLED ‘COMBATING TRAFFICKING IN PERSONS.’**

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**DOCUMENT MAY BE OBTAINED FROM: [HTTP://WWW.DTIC.MIL/WHs/DIRECTIVES/CORRES /PDF/220001P.PDF](http://www.dtic.mil/whs/directives/corres/pdf/220001p.pdf)**

**APPLIES TO PERFORMANCE LOCATED AT: SHEIK ISA AIR BASE, BAHRAIN AND OTHER AREAS OF RESPONSIBILITIES IN SUPPORT OF THE PUBLIC WORKS DEPARTMENT, NAVFAC EURAFSWA.**

**(II) THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF THIS POLICY. SUCH ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, REMOVAL FROM THE CONTRACT, REDUCTION IN BENEFITS, OR TERMINATION OF EMPLOYMENT; AND**

**(2) TAKE APPROPRIATE ACTION, UP TO AND INCLUDING TERMINATION, AGAINST EMPLOYEES OR SUBCONTRACTORS THAT VIOLATE THE POLICY IN PARAGRAPH (B) OF THIS CLAUSE.**

**(D) NOTIFICATION. THE CONTRACTOR SHALL INFORM THE CONTRACTING OFFICER IMMEDIATELY OF—**

**(1) ANY INFORMATION IT RECEIVES FROM ANY SOURCE (INCLUDING HOST COUNTRY LAW ENFORCEMENT) THAT ALLEGES A CONTRACTOR EMPLOYEE, SUBCONTRACTOR, OR SUBCONTRACTOR EMPLOYEE HAS ENGAGED IN CONDUCT THAT VIOLATES THIS POLICY; AND**

**(2) ANY ACTIONS TAKEN AGAINST CONTRACTOR EMPLOYEES, SUBCONTRACTORS, OR SUBCONTRACTOR EMPLOYEES PURSUANT TO THIS CLAUSE.**

**(E) REMEDIES. IN ADDITION TO OTHER REMEDIES AVAILABLE TO THE GOVERNMENT, THE CONTRACTOR'S FAILURE TO COMPLY WITH THE REQUIREMENTS OF PARAGRAPHS (C), (D), OR (F) OF THIS CLAUSE MAY RESULT IN—**

**(1) REQUIRING THE CONTRACTOR TO REMOVE A CONTRACTOR EMPLOYEE OR EMPLOYEES FROM THE PERFORMANCE OF THE CONTRACT;**

**(2) REQUIRING THE CONTRACTOR TO TERMINATE A SUBCONTRACT;**

**(3) SUSPENSION OF CONTRACT PAYMENTS;**

**(4) LOSS OF AWARD FEE, CONSISTENT WITH THE AWARD FEE PLAN, FOR THE PERFORMANCE PERIOD IN WHICH THE GOVERNMENT DETERMINED CONTRACTOR NON-COMPLIANCE;**

**(5) TERMINATION OF THE CONTRACT FOR DEFAULT OR CAUSE, IN ACCORDANCE WITH THE TERMINATION CLAUSE OF THIS CONTRACT; OR**

**(6) SUSPENSION OR DEBARMENT.**

**(F) SUBCONTRACTS. THE CONTRACTOR SHALL INCLUDE THE SUBSTANCE OF THIS CLAUSE, INCLUDING THIS PARAGRAPH (F), IN ALL SUBCONTRACTS.**

**(G) MITIGATING FACTOR. THE CONTRACTING OFFICER MAY CONSIDER WHETHER THE CONTACTOR HAD A TRAFFICKING IN PERSONS AWARENESS PROGRAM AT THE TIME OF THE VIOLATION AS A MITIGATING FACTOR WHEN DETERMINING REMEDIES. ADDITIONAL INFORMATION ABOUT TRAFFICKING IN PERSONS AND EXAMPLES OF AWARENESS PROGRAMS CAN BE FOUND AT THE WEBSITE FOR THE DEPARTMENT OF STATE'S OFFICE TO MONITOR AND COMBAT TRAFFICKING IN PERSONS AT [HTTP://WWW.STATE.GOV/G/TIP](http://www.state.gov/g/tip) .**

**(END OF CLAUSE)**

**FAR 52.228-3 – WORKERS COMPENSATION INSURANCE (DEFENSE BASE ACT) (APR 1984)**

**THE CONTRACTOR SHALL**

**(A) PROVIDE, BEFORE COMMENCING PERFORMANCE UNDER THIS CONTRACT, SUCH WORKERS' COMPENSATION INSURANCE OR SECURITY AS THE DEFENSE BASE ACT (42 U.S.C. 1651, ET SEQ.) REQUIRES AND**

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**(B) CONTINUE TO MAINTAIN IT UNTIL PERFORMANCE IS COMPLETED. THE CONTRACTOR SHALL INSERT, IN ALL SUBCONTRACTS UNDER THIS CONTRACT TO WHICH THE DEFENSE BASE ACT APPLIES, A CLAUSE SIMILAR TO THIS CLAUSE (INCLUDING THIS SENTENCE) IMPOSING UPON THOSE SUBCONTRACTORS THIS REQUIREMENT TO COMPLY WITH THE DEFENSE BASE ACT.**

**(END OF CLAUSE)**

FAR 52.237-3 – CONTINUITY OF SERVICES. (JAN 1991)

**(A) THE CONTRACTOR RECOGNIZES THAT THE SERVICES UNDER THIS CONTRACT ARE VITAL TO THE GOVERNMENT AND MUST BE CONTINUED WITHOUT INTERRUPTION AND THAT, UPON CONTRACT EXPIRATION, A SUCCESSOR, EITHER THE GOVERNMENT OR ANOTHER CONTRACTOR, MAY CONTINUE THEM. THE CONTRACTOR AGREES TO --**

**(1) FURNISH PHASE-IN TRAINING; AND**

**(2) EXERCISE ITS BEST EFFORTS AND COOPERATION TO EFFECT AN ORDERLY AND EFFICIENT TRANSITION TO A SUCCESSOR.**

**(B) THE CONTRACTOR SHALL, UPON THE CONTRACTING OFFICER'S WRITTEN NOTICE,**

**(1) FURNISH PHASE-IN, PHASE-OUT SERVICES FOR UP TO 90 DAYS AFTER THIS CONTRACT EXPIRES AND**

**(2) NEGOTIATE IN GOOD FAITH A PLAN WITH A SUCCESSOR TO DETERMINE THE NATURE AND EXTENT OF PHASE-IN, PHASE-OUT SERVICES REQUIRED.**

**THE PLAN SHALL SPECIFY A TRAINING PROGRAM AND A DATE FOR TRANSFERRING RESPONSIBILITIES FOR EACH DIVISION OF WORK DESCRIBED IN THE PLAN, AND SHALL BE SUBJECT TO THE CONTRACTING OFFICER'S APPROVAL. THE CONTRACTOR SHALL PROVIDE SUFFICIENT EXPERIENCED PERSONNEL DURING THE PHASE-IN, PHASE-OUT PERIOD TO ENSURE THAT THE SERVICES CALLED FOR BY THIS CONTRACT ARE MAINTAINED AT THE REQUIRED LEVEL OF PROFICIENCY.**

**(C) THE CONTRACTOR SHALL ALLOW AS MANY PERSONNEL AS PRACTICABLE TO REMAIN ON THE JOB TO HELP THE SUCCESSOR MAINTAIN THE CONTINUITY AND CONSISTENCY OF THE SERVICES REQUIRED BY THIS CONTRACT. THE CONTRACTOR ALSO SHALL DISCLOSE NECESSARY PERSONNEL RECORDS AND ALLOW THE SUCCESSOR TO CONDUCT ON-SITE INTERVIEWS WITH THESE EMPLOYEES. IF SELECTED EMPLOYEES ARE AGREEABLE TO THE CHANGE, THE CONTRACTOR SHALL RELEASE THEM AT A MUTUALLY AGREEABLE DATE AND NEGOTIATE TRANSFER OF THEIR EARNED FRINGE BENEFITS TO THE SUCCESSOR.**

**(D) THE CONTRACTOR SHALL BE REIMBURSED FOR ALL REASONABLE PHASE-IN, PHASE-OUT COSTS (I.E., COSTS INCURRED WITHIN THE AGREED PERIOD AFTER CONTRACT EXPIRATION THAT RESULT FROM PHASE-IN, PHASE-OUT OPERATIONS) AND A FEE (PROFIT) NOT TO EXCEED A PRO RATA PORTION OF THE FEE (PROFIT) UNDER THIS CONTRACT.**

**(END OF CLAUSE)**

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

**THIS CONTRACT INCORPORATES ONE OR MORE CLAUSES BY REFERENCE, WITH THE SAME FORCE AND EFFECT AS IF THEY WERE GIVEN IN FULL TEXT. UPON REQUEST, THE CONTRACTING OFFICER WILL MAKE THEIR FULL TEXT AVAILABLE. ALSO, THE FULL TEXT OF A CLAUSE MAY BE ACCESSED ELECTRONICALLY AT THESE ADDRESS(ES):**

FAR [HTTP://WWW.ACQUISITION.GOV/FAR/INDEX.HTML](http://www.acquisition.gov/far/index.html) OR [HTTP://FARSITE.HILL.AF.MIL/VFFARA.HTM](http://farsite.hill.af.mil/vffara.htm)

DFARS [HTTP://WWW.ACQ.OSD.MIL/DPAP/DARS/DFARSPGI/CURRENT/INDEX.HTML](http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html) OR

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[HTTP://FARSITE.HILL.AF.MIL/VFDFARA.HTM](http://farsite.hill.af.mil/vfdfara.htm)

CLASS DEVIATION: [HTTP://WWW.ACQ.OSD.MIL/DPAP/POLICY/POLICYVAULT/USA005533-14-DPAP.PDF](http://www.acq.osd.mil/dpap/policy/policyvault/usa005533-14-dpap.pdf)

(END OF CLAUSE)

**NFAS 5252.201-9300 - CONTRACTING OFFICER AUTHORITY (JUN 1994)**

IN NO EVENT SHALL ANY UNDERSTANDING OR AGREEMENT BETWEEN THE CONTRACTOR AND ANY GOVERNMENT EMPLOYEE OTHER THAN THE CONTRACTING OFFICER ON ANY CONTRACT, MODIFICATION, CHANGE ORDER, LETTER OR VERBAL DIRECTION TO THE CONTRACTOR BE EFFECTIVE OR BINDING UPON THE GOVERNMENT. ALL SUCH ACTIONS MUST BE FORMALIZED BY A PROPER CONTRACTUAL DOCUMENT EXECUTED BY AN APPOINTED CONTRACTING OFFICER. THE CONTRACTOR IS HEREBY PUT ON NOTICE THAT IN THE EVENT A GOVERNMENT EMPLOYEE OTHER THAN THE CONTRACTING OFFICER DIRECTS A CHANGE IN THE WORK TO BE PERFORMED OR INCREASES THE SCOPE OF THE WORK TO BE PERFORMED, IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAKE INQUIRY OF THE CONTRACTING OFFICER BEFORE MAKING THE DEVIATION. PAYMENTS WILL NOT BE MADE WITHOUT BEING AUTHORIZED BY AN APPOINTED CONTRACTING OFFICER WITH THE LEGAL AUTHORITY TO BIND THE GOVERNMENT.

(END OF CLAUSE)

**NFAS 5252.209-9300- ORGANIZATIONAL CONFLICTS OF INTEREST (JUN 1994)**

THE RESTRICTIONS DESCRIBED HEREIN SHALL APPLY TO THE CONTRACTOR AND ITS AFFILIATES, CONSULTANTS AND SUBCONTRACTS UNDER THIS CONTRACT. IF THE CONTRACTOR UNDER THIS CONTRACT PREPARES OR ASSISTS IN PREPARING A STATEMENT OF WORK, SPECIFICATIONS AND PLANS, THE CONTRACTOR AND ITS AFFILIATES SHALL BE INELIGIBLE TO BID OR PARTICIPATE, IN ANY CAPACITY, IN ANY CONTRACTUAL EFFORT WHICH IS BASED ON SUCH STATEMENT OF WORK OR SPECIFICATIONS AND PLANS AS A PRIME CONTRACTOR, SUBCONTRACTOR, CONSULTANT OR IN ANY SIMILAR CAPACITY. THE CONTRACTOR SHALL NOT INCORPORATE ITS PRODUCTS OR SERVICES IN SUCH STATEMENT OF WORK OR SPECIFICATION UNLESS SO DIRECTED IN WRITING BY THE CONTRACTING OFFICER, IN WHICH CASE THE RESTRICTION SHALL NOT APPLY. THIS CONTRACT SHALL INCLUDE THIS CLAUSE IN ITS SUBCONTRACTOR'S OR CONSULTANTS' AGREEMENTS CONCERNING THE PERFORMANCE OF THIS CONTRACT.

(END OF CLAUSE)

**NFAS 5252.217-9301 - OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN 1994)**

(A) THE GOVERNMENT MAY EXTEND THE TERM OF THIS CONTRACT FOR A TERM OF ONE (1) TO TWELVE (12) MONTHS BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN THE PERFORMANCE PERIOD SPECIFIED IN THE SCHEDULE; PROVIDED THAT THE GOVERNMENT SHALL GIVE THE CONTRACTOR A PRELIMINARY WRITTEN NOTICE OF ITS INTENT TO EXTEND 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 PROVISION.

(C) THE TOTAL DURATION OF THIS CONTRACT, INCLUDING THE EXERCISE OF ANY OPTIONS UNDER THIS CLAUSE, SHALL NOT EXCEED 36 MONTHS.

(END OF CLAUSE)

**NFAS 5252.242-9300 - GOVERNMENT REPRESENTATIVES (OCT 1996)**

THE CONTRACT WILL BE ADMINISTERED BY AN AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER. IN NO EVENT, HOWEVER, WILL ANY UNDERSTANDING OR AGREEMENT, MODIFICATION, CHANGE ORDER, OR OTHER MATTER DEVIATING FROM THE TERMS OF THE CONTRACT BETWEEN THE CONTRACTOR AND ANY PERSON OTHER THAN

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**THE CONTRACTING OFFICER BE EFFECTIVE OR BINDING UPON THE GOVERNMENT, UNLESS FORMALIZED BY PROPER CONTRACTUAL DOCUMENTS EXECUTED BY THE CONTRACTING OFFICER PRIOR TO COMPLETION OF THIS CONTRACT. THE AUTHORIZED REPRESENTATIVE AS INDICATED HEREINAFTER:**

**X   THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) WILL BE DESIGNATED BY THE CONTRACTING OFFICER AS THE AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER. THE COR IS RESPONSIBLE FOR MONITORING PERFORMANCE AND THE TECHNICAL MANAGEMENT OF THE EFFORT REQUIRED HEREUNDER, AND SHOULD BE CONTACTED REGARDING QUESTIONS OR PROBLEMS OF A TECHNICAL NATURE.**

**X   THE DESIGNATED CONTRACT SPECIALIST WILL BE THE ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE ON ALL OTHER CONTRACT ADMINISTRATIVE MATTERS. THE CONTRACT SPECIALIST SHOULD BE CONTACTED REGARDING ALL MATTERS PERTAINING TO THE CONTRACT OR TASK/DELIVERY ORDERS.**

**THE DESIGNATED PROPERTY ADMINISTRATOR IS THE ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE ON PROPERTY MATTERS. THE PROPERTY ADMINISTRATOR SHOULD BE CONTACTED REGARDING ALL MATTERS PERTAINING TO PROPERTY ADMINISTRATION.**

**(END OF CLAUSE)**



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## **SECTION J LIST OF ATTACHMENTS**

Past Performance Questionnaire