

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT1. CONTRACT ID CODE
UPAGE OF PAGES
1 22. AMENDMENT/MODIFICATION NO.
193. EFFECTIVE DATE
23-Dec-20194. REQUISITION/PURCHASE REQ. NO.
13005828795. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00014

7. ADMINISTERED BY (If other than Item 6)

CODE

S5111A

Office of Naval Research
875 N. Randolph St
Arlington VA 22203-1995

SCD: C

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

Ironclad Technology Services LLC
200 Golden Oak Court, Suite 320
Virginia Beach VA 23452

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-10-D-6117-EE01

10B. DATED (SEE ITEM 13)

CAGE CODE
518C1

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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.

[]

[X] 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)

E. IMPORTANT: Contractor [X] 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)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(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

GENERAL INFORMATION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. All other terms and conditions remain the same.

5. Any questions concerning this modification should be directed to [REDACTED]
[REDACTED]

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

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
████	████	Base Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E)	████	█	████	████	████
████	████	Base Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E)	████	█	████	████	████
████	████	Base Period Administrative, Business, and Financial Support Services (Codes 32) (RDT&E)	██████	█	████████	████████	████████
████	████	Funding for CLIN 7002 (RDT&E)					
████	████	Funding Increment for CLIN █████ (RDT&E)					
████	████	Funding Increment for CLIN █████ (RDT&E)					
████	████	Funding increment for CLIN █████ (RDT&E)					
████	████	Funding increment for CLIN █████ (RDT&E)					
████	████	Funding increment for CLIN █████ (RDT&E)					
████	████	Funding increment for CLIN █████ (RDT&E)					
████	████	Base Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E)	████	█	████	████	████
████	████	Base Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E)	████	█	████	████	████
████	████	Option I Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E)	████	█	████	████	██████
		Option					
████	████	Option I Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E)	████	█	████	████	████

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Option					
████	████	Option I Period Administrative, Business, and Financial Support Services (Codes 32) (RDT&E)	████	█	████████	████████	████████
████	████	ACRN: █ ██████ ████████████████					
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████	████	████████████████ ████████████████					
████	████	████████████████ ████████████████ (RDT&E)					
████	████	Option I Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E)	█	█	████	████	████
		Option					
████	████	Option I Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E)	█	█	████	████	████
		Option					
████	████	Option I Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E)	█	█	████	████	████
		Option					
████	████	Option II Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E)	█	█	████	████	████
		Option					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
█	█	Option II Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E) Option	█	█	█	█	█
█	█	Option II Period Administrative, Business, and Financial Support Services (Codes 32) (RDT&E)	█	█	█	█	█
█	█	█ █					
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█	█	Option II Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E) Option	█	█	█	█	█
█	█	Option II Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E) Option	█	█	█	█	█
█	█	Option II Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E) Option	█	█	█	█	█
█	█	Option III Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E) Option	█	█	█	█	█
█	█	Option III Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E) Option	█	█	█	█	█

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Option III Period Administrative, Business, and Financial Support Services (Codes 32) (RDT&E)					
		Administrative, Business, and Financial Support Services (Code 33) (RDT&E) Option					
		Option III Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E) Option					
		Option III Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E) Option					
		Option IV Period Administrative, Business, and Financial Support Services (Code 30) (RDT&E) Option					
		Option IV Period Administrative, Business, and Financial Support Services (Code 31) (RDT&E) Option					
		Option IV Period Administrative, Business,					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		and Financial Support Services (Codes 32) (RDT&E)					
████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
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████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
████	████	████████████████████ ████████████████████					
████	████	Option IV Period Administrative, Business, and Financial Support Services (Code 33) (RDT&E)	████	████	████	████	████
		Option					
████	████	Option IV Period Administrative, Business, and Financial Support Services (Codes 34) (RDT&E)	████	████	████	████	████
		Option					
████	████	Option IV Period Administrative, Business, and Financial Support Services (Code 35) (RDT&E)	████	████	████	████	████
		Option					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	ODCs related to Base Period, ██████████ (No Subcontractor or Consultant Costs) (RDT&E)	1.0	LO	\$0.00

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
█	█	ODCs related to Base Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	ODCs related to Base Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	Increment of Funding for 9002 (RDT&E)			
█	█	ODCs related to Base Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	ODCs related to Base Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	ODCs related to Option I Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option I Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option I Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	█			
█	█	█			
█	█	ODCs related to Option I Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option I Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option I Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option II Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option II Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option II Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	█			
█	█	ODCs related to Option II Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option II Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
		Option			
█	█	ODCs related to Option II Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option III Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option III Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option III Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	██			
█	█	██			
█	█	██			
█	█	██			
█	█	██			
█	█	ODCs related to Option III Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option III Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option III Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option IV Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option IV Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			
█	█	ODCs related to Option IV Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
█	█	██			
█	█	██			
█	█	██			
█	█	ODCs related to Option IV Period, █ (No Subcontractor or Consultant Costs) (RDT&E)	█	█	█
		Option			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
█	█	ODCs related to Option IV Period, █ (No Subcontractor or Consultant Costs) (RDT&E) Option	█	█	█
█	█	ODCs related to Option IV Period, █ (No Subcontractor or Consultant Costs) (RDT&E) Option	█	█	█

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 BACKGROUND

The Office of Naval Research (ONR) is an Echelon I headquarters organization within the Office of the Secretary of the Navy. As the Department of the Navy's Science and Technology (S&T) provider, ONR provides technology solutions for Navy and Marine Corps needs. ONR's mission, defined by law, is to plan, foster, and encourage scientific research in recognition of its paramount importance as related to the maintenance of future naval power, and the preservation of national security. Further, ONR manages the Navy's basic, applied, and advanced research to foster transition from science and technology to higher levels of research, development, test and evaluation.

The Office of Naval Research (ONR) is divided into six technical departments (Codes 30 through 35). The Expeditionary Maneuver Warfare and Combating Terrorism Department (Code 30) invests primarily in expeditionary and irregular warfare, autonomy and unmanned systems, and information dominance. The Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance Department (Code 31) focuses on information dominance, expeditionary and irregular warfare, and access to the maritime battlespace. The Ocean Battlespace Sensing Department (Code 32) explores science and technology in the areas of oceanographic and meteorological observations, modeling and prediction in the battlespace environment, submarine detection and classification (anti-submarine warfare), and mine warfare applications for detecting and neutralizing mines in both the ocean and littoral environment. The Sea Warfare and Weapons Department (Code 33) focuses on platform design and survivability, power and energy, access to the maritime battlespace, autonomy and unmanned systems, expeditionary and irregular warfare, power projection and integrated defense, and total ownership costs. The Warfighter Performance Department (Code 34) focuses on warfighter effectiveness and efficiency through bioengineered and biorobotic systems, medical technologies, improved manpower, personnel training, and system design. The Naval Air Warfare and Weapons Department (Code 35) supports the Navy's power projection needs, fostering the technology development of naval aircraft structures, propulsion, autonomy, energetics, directed energy, and electric weapons.

2.0 STATEMENT OF WORK

The Contractor shall provide qualified personnel to perform all aspects of the statement of work (SOW). The Contractor shall provide administrative, business and/or financial support services for ONR in accordance with Section 2.1 below. This task order is intended to provide administrative, business and/or financial support services to the department specified in the awarded CLIN in Section B, but may provide support to other departments or directorates within ONR Headquarters with consent of the Contracting Officer's Representative (COR) or the Contracting Officer. Any work performed under this task order must support ONR Headquarters personnel or ONR funded programs. Performance of tasks shall conform, at a minimum, to the performance standards and acceptable quality levels identified in Attachment 2 (Quality Assurance Surveillance Plan).

2.1 Tasks/Requirements

The work under this task order may involve some or all of the following tasks, as directed by the Contracting Officer's Representative (COR):

2.1.1 Assist Program Officers and other government personnel with internal work processes and procedural issues that involve the following systems/software: Naval Research Information System (NAVRIS), Navy Marine Corps Intranet (NMCI), Computer Optimized Batch Reconciliation Application (COBRA), Program Budget Information System (PBIS), Navy Enterprise Resource Planning (Navy ERP), Defense Travel System (DTS), Wide Area Workflow (WAWF), Standard Accounting and Reporting System (STARS), Contracts Officer Representative Tool (CORT), Document Retrieval System (DRS), Total Workforce Management System (TWMS), Defense Acquisition University (DAU), the Joint Personnel Accountability System (JPAS), Microsoft Access, and Microsoft Sharepoint/iConnect.. Use of NAVRIS will include other NAVRIS-interfaced and Oracle-based systems/software, such as Business Intelligence Dashboard, eProposals, BAA Document Console, Contract and

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Grant Administration Management Information System (CAMIS), and Personnel Process Improvement (PPI) Suite System.

2.1.2 Assist Program Officers with out-reach, and coordination, with the Naval and joint community including: fleet, requirements, acquisition, contractors, universities, coalition partners, North Atlantic Treaty Organization (NATO) and Technical Cooperation Panels.

2.1.3 Research and provide information related to any regulations and policies related to making travel arrangements including the Federal Joint Travel Regulations, foreign clearance guide, national and international visit requests, short and standard lead country clearances, Aircraft and Personnel Automated Clearance System, Joint Personnel Adjudication System (JPAS), standard and short lead VISAs, as well as, fee and no-fee standard and short lead passports.

2.1.4 Assist program officers with DTS, enter travel requests into DTS, and work with Scheduled Air Transportation Office (SATO) travel system.

2.1.5 Assist with foreign travel requirements verification, invitational travel orders and vouchers, passport requests, VISA requests, visit requests, official diplomatic and country clearances, letters of expediting, country and diplomatic clearances, and other associated travel documentation and tasks.

2.1.6 Perform financial analysis for a variety of funds and funding sources to protect against federal anti-deficiency violations, internal procedural and accounting errors, and any other applicable problems associated with sources and usage of funds.

2.1.7 Prepare and research various types of funding documents within NAVRIS and Navy ERP; track commitments, obligations and expenditures of funding; and assist in resolving issues related to NAVRIS Funding Resource Codes (FRC) or Navy ERP Work Breakdown Structure (WBS) funding that are not meeting financial benchmarks related to commitments, obligations, and/or expenditures across multiple contractors/performers.

2.1.8 Assist the Program Officer in the preparation, coordination, and evaluation of Broad Agency Announcements, Funding Opportunity Announcements, Requests for Information, and Requests for Proposals as well as the review of proposal packages. The support for any solicitation and/or proposal evaluation will be in the area of administrative support, coordination between the technical evaluation team, and the drafting of any necessary notifications.

2.1.9 Assist the Program Officer in general program management support on matters and issues consistent with ONR sponsored projects.

2.1.10 Assist in responding to various data calls related to ONR sponsored projects.

2.1.11 Travel occasionally in support of ONR activities such as conferences, international collaborations, operational exercises, operational demonstrations, and integration and planning meetings.

2.1.12 Removed

2.1.13 Provide logistical and scheduling support for Program Officer and other supported government personnel.

2.1.14 Maintain calendars.

2.1.15 Book conference rooms and work with the ONR Corporate Strategic Communications (CSC) as necessary for coordinating off-site events.

2.1.16 Assist in building the Program Objective Memorandum (POM) budget. This includes drafting R-2 Exhibits

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for the Navy Science & Technology (S&T) Programs.

2.1.17 Track the expenditures and the performance of ONR-funded or managed efforts.

2.1.18 Assist in rapidly and accurately answering financial related and other queries from senior DoD, Navy, or congressional members.

2.1.19 Assist in developing presentations or reports. This may involve compiling data from multiple individuals.

2.1.20 Provide graphics and desktop publishing support and expertise to generate briefings used to create and obtain funding for new programs, advise management/leadership, and coordinate with supporting and transition agencies/commands.

2.1.21 Draft funding documents and Purchase Requests (PRs) that meet requirements of the Finance and Contracts Departments.

2.1.22 Coordinate with the Contracts Department to ensure award types and proposal packages submitted meet current requirements.

2.1.23 Understand key information within a proposal to ensure that all required information is provided and correct prior to review by the Contracting Department.

2.1.24 Communicate between the Program Officer, Contracting Officer, and Contractor to get accurate and timely information to speed the contracting process.

2.1.25 Conduct qualitative and quantitative analyses of financial data, operations, and requirements to develop program improvements.

2.1.26 Removed

2.1.27 Monitor and assist in the management of project activities and resources to mitigate risk throughout the project life cycle. Track project execution and inform Program Officers of any variance between planned and actual progress of S&T performers related to schedule, cost and technical performance by utilizing a variety of project management and business analysis tools, techniques and practices. Monitor project action items and interpret the results and progress provided through a variety of information sources (e.g., technical and financial status reports, Earned Value Management (EVM) tools, etc).

2.1.28 Removed

2.1.29 Study a variety of administrative or management functions in an effort to provide feedback on how to increase productivity and effectiveness.

2.1.30 Collect and maintain relevant technical, financial, and policy directives that apply to the Departments being supported.

2.1.31 Attend meetings, prepare lessons learned, conduct workshops, and distribute information in support of these meetings.

2.1.32 Prepare conference agendas and conference minutes.

2.1.33 Provide administrative support for standard office operation and support functions.

2.1.34 Removed

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2.1.35 Assist with Human Resource functions for the Department such as Check-In, Check-Out, and Change in Status; Training requests and forms; entering data into the Personnel Process Improvement (PPI) Suite System; monitor timekeeping; prepare Bank Card Purchase requests; and coordinate assignment of office spaces and equipment.

2.1.36 Assist developing new Anti-Submarine Warfare (ASW) Enabling Capability Projects for ONR Code 32. Assist in the assessment of on-going Enabling Capability project technical and programmatic execution, including programs up to the Top Secret level. A Top Secret/SCI clearance is needed to meet this requirement.

2.1.37 Work with the Code 32 and operational Navy staff in the deconstruction of exceptionally complex tactical oceanography problems into discrete capability gaps.

2.1.38 Perform high-level functional system analysis in the areas of these capability gaps, highlighting areas of critical environmental impact on sensor performance.

2.1.39 Maintain a database of potential environmental sensor impact demonstrations showcasing available, or nearly available, technology.

2.1.40 Develop supporting IT (data collection schema, data quality and management approaches, analytical algorithm development, support for data analysis, and reporting)for assessment of environmental impact on experiments, proof-of-concepts, and technology demonstrations.

2.1.41 Prepare White Paper S&T assessments of potential emerging technologies and innovative applications that could benefit Code 32 stakeholders.

2.1.42 Implement information collection and analysis activities that address critical front-end requirements for strategic planning to ensure alignment with operational navy needs.

2.1.43 Assist the ONR Code 32 Department Head with S&T portfolio oversight (to include analysis, selection, control, and evaluation processes), to provide a balanced strategy for ensuring ongoing demonstrable tactical impact (outcomes emphasized over outputs) to operational stakeholders.

2.1.43 Produce recurring reports and respond to data calls and requests for information from multiple sources.

2.1.44 Attend key meetings to maintain situational awareness of issues, actions, and requirements affecting ONR Code 32.

2.1.45 Assist in the research, drafting, and production of technical briefings and presentations associated with ONR Code 32.

2.1.46 Maintain Program Management Plans for assessment of experiment, proof-of-concept, and technology demonstrations, to include charter/objectives, milestone/deliverable identification, supporting schedules and performance measurement, risk management, resourcing (to include staffing, budget development, and cost management), communications, and configuration management.

3.0 DELIVERABLES

The Contractor shall be responsible for the compilation and preparation of reports listed below. Documents shall be provided to the COR by electronic submission in Word or Adobe .pdf, either by email or disk.

3.1 Monthly Progress and Financial Status Reports

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The Contractor shall provide monthly progress and financial status reports to the COR and the Contract Specialist. For this report, monthly technical progress can be provided in contractor format (subject to COR approval). The financial status portion of the monthly report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site: <http://www.onr.navy.mil/Contracts-Grants/manage-contract.aspx>. The format for the financial status reports may be updated during the life of the contract/task order and if the report template is updated the new version will be uploaded to this website (or any successor website identified via administrative modification to the contract/task order) and the contractor will be notified that an updated version shall be used for future submissions. The monthly financial status report requires the information to be provided as indicated in the Contractor Monthly Financial Status Report Template.

3.2 Annual Summary Report

The Contractor shall prepare an annual summary report, which is due 30 days after the end of the calendar year. This report should document cumulative work performed during the reporting period. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.3 Individual Travel Report

The contractor shall provide, prior to any travel, a work sheet detailing the costs of that travel to the Program Officer as well as the COR for prior approval. Travel must meet the requirements of the Joint Travel Regulations (JTR). In addition, travel reports are required, no later than 30 days after the conclusion of the travel. The report shall contain dates, locations of travel, purpose, total cost breakdown including travel, per diems, hotel costs, car rental costs, etc., with unusual cost items (including registration fees) specifically set forth, tasks performed, and accomplishments. If publications or proceedings documentation were distributed, a copy may be included with the report. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.4 Master Travel Log Report

The contractor shall maintain a master log of completed travel for all individuals traveling under this task order. The log shall include travel dates, destination, purpose, and cost breakdown to include airfare/mileage, lodging, meals, rental car/taxi, and other miscellaneous costs. This report shall be made available to ONR quarterly and within 14 days of request. The Contractor shall incorporate COR recommendations in developing the format of this report.

3.5 Enterprise-Wide Contractor Manpower Reporting Application (ECMRA) Reports

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Office of Naval Research via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

[REDACTED]

3.6 Quality Control Plan

[REDACTED]

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3.7 Ad Hoc Reports/Memorandums/Presentations

The Contractor shall provide ad hoc reports, memorandums, presentations, and presentation materials as required by the COR. The required format, timing, content, and distribution shall be provided at the time the requirement is identified.

4.0 PERSONNEL REQUIREMENTS

The Contractor shall provide qualified personnel to manage and execute all aspects of the SOW. All personnel are required to hold or have the ability to receive a minimum of a secret security clearance. For the task order awarded in accordance with Section G, Paragraph 3.3.2(b), one of the personnel under Program Analyst III category is required to hold or the ability to receive a minimum of a TS/SCI security clearance. This particular Program Analyst III FTE position must be provided by a single qualified individual.

All personnel shall have experience and be proficient in the following:

- Using commercial software packages, to include at a minimum, Microsoft Word, Excel, and Power-Point.
- Communicating effectively orally and in writing
- Being effective working independently and collaboratively.
- Organizing and coordinating meetings.

More specific requirements for each personnel category are provided starting in Section 4.1.

4.1 Administrative Assistant I

The candidate shall:

- Possess either (1) a high school diploma plus at least 5 years of experience providing administrative support or (2) a bachelor's degree or higher from an accredited college or university and 2 years of experience providing administrative support.

The candidate should:

- Possess experience in creating and editing various documents and entering data into computer databases and spreadsheets.
- Possess prior experience using the DTS and JTR.
- Possess prior experience with supporting office management functions.

4.2 Administrative Assistant II

The candidate shall:

- Possess either (1) a high school diploma plus at least 8 years of experience providing administrative support or (2) a bachelor's degree or higher from an accredited college or university and 5 years of experience providing administrative support.

The candidate should:

- Possess experience in creating and editing various documents and entering data into computer databases and spreadsheets.
- Possess prior experience using the DTS and JTR.
- Possess prior experience with supporting office management functions.

4.3 Administrative Officer

The candidate shall:

- Possess either (1) a high school diploma plus at least 5 years of experience providing office management support

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and performing Human Resource management functions or (2) a bachelor's degree or higher from an accredited college or university and 2 years of experience providing office management support and performing Human Resource management functions.

The candidate should:

- Possess experience in creating and editing various documents and entering data into computer databases and spreadsheets.
- Possess prior experience with Human Resource / Personnel functions such as handling of PII, training, in-processing, etc.
- Possess prior experience using the DTS and JTR.

4.4 Defense Travel System (DTS) Specialist

The candidate shall:

- Possess either (1) a high school diploma plus at least 5 years of experience providing DTS support or (2) a bachelor's degree or higher from an accredited college or university and 2 years of experience providing DTS support.
- Possess prior experience using the DTS and JTR.

4.5 Graphics Illustrator

The candidate shall:

- Possess an associate degree from a fully accredited institution and 5 years of relevant experience in graphics, publications and/or word processing or have a bachelor degree from a fully accredited institution and have 3 years of relevant experience in graphics, publications and/or word processing.

The candidate should have the ability to:

- Coordinate and produce graphics, presentation packages, special reports and other documents.
- Use modern desktop publishing systems efficiently and have experience designing and producing professional images for presentations.

4.6 Program Analyst I

The candidate shall:

- Possess either (1) a high school diploma with at least at least 3 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university.

The candidate should:

- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess knowledge of the JTR.

4.7 Program Analyst II

The candidate shall:

- Possess either (1) a high school diploma with at least at least 6 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university and 3 years of experience providing administrative, business and/or financial support.

The candidate should:

- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess working knowledge of JTR.
- Possess experience with government planning, forecasting, program budgeting, funding, execution monitoring, and reporting against commitment, obligation, and expenditure benchmarks.

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- Possess excellent computer skills are highly desirable, with particular emphasis on PowerPoint and associated graphics and presentation development software.

4.8 Program Analyst III

The candidate shall:

- Possess either (1) a high school diploma with at least at least 12 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university and 8 years of experience providing administrative, business and/or financial support.

The candidate should:

- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess working knowledge of JTR.
- Possess excellent organizational and management skills.
- Possess ability to develop and execute complex programmatic tasks, and to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.
- Possess experience with government planning, forecasting, program budgeting, funding, execution monitoring, and reporting against commitment, obligation, and expenditure benchmarks.
- Possess excellent computer skills are highly desirable, with particular emphasis on PowerPoint and associated graphics and presentation development software.
- Possess prior experience with and/or knowledge of acquisition strategies related to the procurement of research and development.

4.9 Program Analyst IV

The candidate shall:

- Possess either (1) a high school diploma with at least at least 15 years of experience providing administrative, business and/or financial support or (2) a bachelor's degree from an accredited college or university and 12 years of experience providing administrative, business and/or financial support.

The candidate should:

- Possess experience working with the systems or similar systems listed in Paragraph 2.1.1 of this Section.
- Possess working knowledge of JTR.
- Possess excellent organizational and management skills.
- Possess ability to develop and execute complex programmatic tasks, and to interface with Government and S&T contractor/grantee personnel in order to meet program manager needs.
- Possess experience with government planning, forecasting, program budgeting, funding, execution monitoring, and reporting against commitment, obligation, and expenditure benchmarks.
- Possess excellent computer skills are highly desirable, with particular emphasis on PowerPoint and associated graphics and presentation development software.
- Possess prior experience with and/or knowledge of acquisition strategies related to the procurement of research and development.

4.10 Enterprise Financial Systems Expert

The candidate shall:

- Possess a bachelor's degree from an accredited college or university.
- Possess at least 8 years of experience developing and analyzing database applications.

The candidate should:

- Possess experience in Systems Applications & Products (SAP), ORACLE, STARS, Navy ERP, WAWF, Microsoft Access and other industry standard financial tools and systems.
- Possess ability to develop, troubleshoot and integrate custom software applications (forms, queries, etc.) across

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multiple distributed databases for financial management applications.

- Possess relevant knowledge and experience of all phases of database management, translating intricate business rules in to financial information technology tool solutions and ability to formulate software tools and processes for rapid reaction specialized reporting for the science and technology user community.
- Possess a thorough knowledge and experience with STARS, Navy ERP, DRS, and Oracle reports.

5.0 MEETING SPACE

Throughout the performance of the technical tasks/requirements, the contractor's facilities may be required to host SECRET meetings or conferences. The contractor shall provide one meeting space classified at the SECRET level that is within walking distance of a DC Metrorail, capable of accommodating at least 20 people. ONR prefers the meeting space be within walking distance of ONR headquarters. Walking distance is defined as not exceeding 1 mile. In addition, the meeting space shall be equipped with a projector to display PowerPoint presentations, have ethernet connections to allow access to the internet, and be able to accommodate teleconferencing. SPACES SHALL BE AVAILABLE YEAR-ROUND TO ACCOMMODATE ALL MEETINGS. THE CONTRACTOR WILL HAVE SUFFICIENT ADVANCE NOTICE, AS THEY DEVELOP THE SCHEDULE WITH CONCURRENCE BY THE COR. Since this task order is for enterprise-wide support, the meeting space may be made available for any department or directorate within ONR Headquarters regardless of whether the department is funding contractor support personnel under this task order with consent of the COR or Contracting Officer. Should multiple requests be provided to the contractor for the same time period, the contractor shall request prioritization from the COR. The Contractor must fill out Attachment 10, Corporate Facilities Information, to summarize the corporate facilities available.

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SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of the IDIQ contract.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance of deliveries under this Task Order will be accomplished by the Contracting Officer's Representative listed in Section G, who shall have thirty (30) days after contractual delivery for acceptance.

SECTION F DELIVERABLES OR PERFORMANCE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Distribution, consignment and marking instructions for all reports listed in Section C, Statement of Work, shall be FOB Destination to the cognizant Contracting Officer's Representative listed in Section G and any others listed under the report in Section C.

Place of Performance: Work will be performed on-site at Office of Naval Research and/or off-site at the Contractor's place of business.

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SECTION G CONTRACT ADMINISTRATION DATA

1.0 PAYMENT AND INVOICE INSTRUCTIONS (COST REIMBURSEMENT)

1.1 DFARS 252.232-7006 Wide Area WorkFlow Payment Instructions.

As prescribed in 232.7004(b), use the following clause:

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(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—

[REDACTED]

(2) Be registered to use WAWF [REDACTED] 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 [REDACTED]

(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).

Cost Voucher

Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(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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Destination/Destination

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

[Redacted routing data table]

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

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

[Redacted email notification information]

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following Contracting activity's WAWF point of contact.

[Redacted contact information table]

(End of clause)

1.2 Payment of Allowable Costs and Fixed Fee

As consideration for the proper performance of the work and services required under this contract, the Contractor shall be paid as follows

(a) Costs, as provided for under the contract clause entitled "Allowable Cost and Payment," shall not exceed the amount set forth as "Estimated Cost" in Section B, and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever is applicable.

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(b) A fixed fee, in the amount set forth as 'Fixed Fee' in Section B, in accordance with the contract clause FAR 52.216-8 "Fixed Fee", shall be paid upon completion of the work and services required under this contract and upon final acceptance by the Contracting Officer. However, the Contractor, may bill on each voucher the amount of the fee bearing the same percentage to the total fixed fee as the amount of cost billed bears to the total estimated cost not to exceed the amount set forth as "Fixed Fee" in Section B. The total fixed fee billed, shall not exceed the total fixed fee specified in Section B and is subject to the contract clause entitled "Limitation of Cost" or "Limitation of Funds" whichever applies.

(c) In accordance with FAR 52.216-8, "Fixed Fee", the Administrative Contracting Officer (ACO), in order to protect the Government's interest, [REDACTED]
[REDACTED]
[REDACTED]

1.3 Allotment of Funds

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2.0 PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

These instructions are provided for the Contract Payment Office (DFAS Columbus) only, and are not contractor instructions.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

3.0 ORDER DETAILS

3.1 Other Direct Costs (ODCs)

ODCs (including supplies, travel, NMCI Seats, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of all items (Travel and Material) [REDACTED] must be approved in advance by the Contracting Officer and the Contracting Officer's Representative (COR). The purchase of any computer or magnetic media (i.e. hard drives, flash drives) must be approved by the COR prior to purchase. Per Navy Telecommunication Directive 03-11, ANY such device connected to the Navy Marine Corps Intranet Network shall be turned over to Government for disposal at the end of contract performance. To prevent forfeit of ownership, the contractor should NOT connect any privately-owned device to a Government network.

Forfeit of ownership per Navy Telecommunication Directive 03-11 shall not, however, grant the Government any rights, title, or interest in any intellectual property embodied within a forfeited device. Nor shall a forfeit of ownership alter any responsibility that the Government may have to prevent unauthorized use, release, or disclosure of proprietary information that may be embodied within a forfeited device.

At this time, the specific ODC items cannot be identified; however the ODC and Travel cost total cannot exceed the annual Not-to-Exceed (NTE) amount as specified below for each CLIN (if included in the resulting award):

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

These NTE amounts should be proposed and included as part of the cost total (inclusive of G&A, but without profit or fee) in every proposal submitted under this solicitation. However, see an exception in Section L.1.2.3.3.a to propose higher amounts if offeror is proposing to provide meeting space as a direct cost.

3.1.1 Travel and Per Diem

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel should not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. The contractor shall make every effort to make all travel arrangements at least 21 days in advance. Travel may be CONUS or OCONUS. The COR will provide further guidance during the period of performance.

3.1.2 Parking and Local Transportation

Parking facilities are not provided at ONR; however, several private (pay) parking facilities are located in the area. The ONR facility is within walking distance of the Ballston Metro Station. Monthly parking fees or any other type of transportation expenses (metro farecards) for proposed personnel to commute to and from the place of performance should not be charged to the Order as a direct cost.

For personnel not normally working in ONR spaces, it is required that all full time support personnel under this effort be able to commute to ONR with minimum of one (1) day notice with not additional cost to the government. Part time positions may have travel to ONR covered on a case by case basis.

3.1.3 Conference and Meeting Space

Throughout the performance of the technical tasks/requirements, use of the contractor's facilities may be required to host SECRET meetings or conferences. Therefore, the contractor should have access to meeting space that can accommodate SECRET level events for, at a minimum, the amount of attendees stated in Section C. The costs to use the meeting space is being recouped through indirect pools.

Throughout the performance of the technical tasks/requirements, use of the contractor's facilities may be required to host meetings or conferences. Therefore, the contractor should have access to meeting space that can accommodate events for, at a minimum, the amount of attendees stated in Section C. The costs to use the meeting space is being recouped through indirect pools.

The contractor shall not incur any direct costs for conference or meeting space under this award without the prior written concurrence of the ONR's Conferences, Events & Exhibits Communications Manager or the Director of the Corporate Strategic Communications Office, who will ensure compliance with ONR Instruction 5050.7B. The Contracting Officer Representative (COR) listed in your order will obtain the written concurrence from the

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individuals above.

3.1.4 Printing and High Speed High Volume Duplicating

The scope of this order does not include printing and high speed high volume duplicating. Defense Logistics Agency shall serve as the manager for printing and high speed high volume duplicating. Requests shall be forwarded to the COR for review one month before the required due date. The COR will then submit approved requests to ONR BD042 two to three weeks before the required due date.

3.1.5 Food

All costs for food, not including the per diem rate for meals and incidental expenses, are unallowable under this order.

3.2 Government Furnished Resources (GFR)

The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR). The Government will provide an NMCI-approved computer that adheres with NMCI and Navy IT regulations for contractor personnel working on government facilities. Please note that contractor support work previously performed at an off-site location may now need to be performed and/or implemented on-site at ONR in order to comply with all Navy regulations (e.g., Wikis, websites, etc.).

With the exception to the basic facility terms items noted above and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. The purchase of computer equipment should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR. Contractors will be required to obtain Navy Marine Corps Intranet (NMCI) seats to perform the Task Order Statement of Work. During the performance of the Order, if either party (Government or Contractor) identifies additional NMCI seat requirements for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmcieds.com/index.asp>.

3.3 Security Requirements

3.3.1 Facility Security Clearance Requirements

b) During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. Any Contractor facilities used in support of this contract must be eligible for a TOP SECRET facility clearance and have the capability to store material classified up to and including SECRET. The meeting space shall be able to hold classified meetings up to the SECRET level.

3.3.2 Personnel Security Clearance Requirements

b) A minimum of a SECRET clearance is required at time of award, or the personnel need to be able to demonstrate their ability to obtain the clearance. One of the personnel shall meet the following TS/SCI requirement. See Section L, paragraph 1.1 for more information.

- For one of the Program Analyst III positions, a minimum of a Top Secret Sensitive Compartmented Information (TS/SCI) clearance is required at the time of award, or the person needs to be TS eligible based on having a

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Single Scope Background Investigation (SSBI) completed in the past five years.

3.3.3 General Security and Safeguarding Requirements

A DD Form 254 "Contract Security Classification Form" will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

3.4 Privacy Act.

All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

3.5 Nondisclosure Agreement.

Prior to starting work under this task order, each employee will be required to complete and sign a Nondisclosure Agreement (NDA).

3.6 Organizational Conflict of Interest (OCI)

3.6.1 Limitations on Providing Support Services

All Offerors and proposed subcontractors must affirm whether they are conducting Research and Development efforts funded by the Office of Naval Research through an active contract or subcontract. All affirmations must identify ONR's Technical Point of Contact and identify the prime contract numbers. Affirmations shall be furnished at the time of proposal submission. All facts relevant to the existence or potential existence of organizational conflicts of interest (FAR 9.5) must be disclosed. The disclosure shall include a description of the action the offeror has taken or proposes to take to avoid, neutralize, or mitigate such conflict. In accordance with FAR 9.503 and without prior approval, a contractor cannot simultaneously be a SETA and a research and development performer. Proposals that fail to fully disclose potential conflicts of interests or do not have acceptable plans to mitigate identified conflicts will be rejected without technical evaluation and withdrawn from further consideration for award. If a prospective offeror believes that any conflict of interest exists or may exist (whether organizational or otherwise), the offeror should promptly raise the issue with ONR by sending his/her contact information and a summary of the potential conflict by e-mail to the Contracting Office identified in the solicitation before time and effort are expended in preparing a proposal and mitigation plan. If, in the sole opinion of the Contracting Officer after full consideration of the circumstances, any conflict situation cannot be effectively avoided or mitigated, the proposal may be rejected without technical evaluation and withdrawn from further consideration for award. Additional information regarding ONR's guidelines on OCI can be found at

3.6.2 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof

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for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

3.6.3 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assignee of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Office of Naval Research programs.

4.0 PROCURING OFFICE REPRESENTATIVES

In order to expedite administration of this order, the Administrative Contracting Officer should direct inquiries to the appropriate office listed below. Please do not direct routine inquiries to the person listed in Block 21 of the signature page of this order.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.0 ONR 55252.242-9720 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (SEP 1996)

[REDACTED]

The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, to change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery order). When, in the opinion of the contractor, the COR requests effort outside the existing scope of the contract (or delivery order), the contractor shall promptly notify the contracting officer (ordering officer) in writing. No action shall be taken by the contractor until the contracting officer (or ordering officer) has issued a modification to the contract (or delivery order) or has otherwise resolved the issue. In the absence of the COR named above (due to reasons such as leave, illness, official travel), all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR.

6.0 CONTRACT TYPE

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[REDACTED]	[REDACTED]
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It is understood and agreed that the rate 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:

[REDACTED]

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.

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(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) 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.

8.0 SSP 5252.216-9775 INCREASE IN LEVEL OF EFFORT (COST-REIMBURSEMENT) (MAR 1992)

(a) In addition to any other option rights that may be provided to the Government by this contract, the [REDACTED]. The Contractor agrees to accept such increase in the level of effort at an increase in the estimated cost and an increase in the fixed fee which are calculated as follows:

[REDACTED]

This option may be exercised at any time or times prior to the end of the affected period provided however, that the exercise of such option must give the Contractor sufficient time to provide all of the man-hours for that period, including the increase, by the end of the affected period.

(b) Any exercise by the Government of its option rights under this clause shall be affected by written notice from the Contracting Officer.

(c) The exercise of the option shall be formally reflected by a modification to this task order increasing the estimated cost and fixed fee and adjusting the Level of Effort provision for the affected contract period.

9.0 PERSONNEL QUALIFICATIONS

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. All personnel performing under the contract must meet or exceed the personnel qualifications of those personnel proposed at the time of proposal submission. The Government shall have a minimum of seven (7) calendar days to review the qualifications of substitute/replacement personnel prior to reporting to work. The Contractor shall be prepared to provide other personnel immediately (within 7 calendar days) should any of the substitute/replacement personnel be considered unqualified.

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10.0 COMMON ACCESS CARD (CAC) FOR CONTRACTOR EMPLOYEES

All new contractor employees shall be "CAC Card Ready" before any direct labor charges may be accumulated under this contract. "CAC Card Ready" includes:

- 1) Subject's fingerprints have been submitted to the Office of Personnel Management (OPM) and determined favorable,
- 2) Subject has an initiated or completed NACI or equivalent investigation type, and
- 3) Visit request has been submitted to ONR Security and approved by the appropriate ONR Code Administrative Officer (AO)

11.0 COUNTERINTELLIGENCE AWAREMENT AND REPORTING (CIAR) TRAINING

All contractor personnel shall attend Counterintelligence Awareness and Reporting (CIAR) Training in accordance with DoD Directive 5240.06 within 30 days after arrival at ONR and annually thereafter.

Accounting Data

SLINID	PR Number	Amount
[REDACTED]	[REDACTED]	[REDACTED]
LLA :		
AA 1751319 W1AE 251 00014 0 050120 2D 000000 A00002735944		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
LLA :		
AB 1751319 W276 255 00014 0 050120 2D 000000 A00002907864		
[REDACTED]	[REDACTED]	[REDACTED]
LLA :		
AC 1751319 W3F3 255 00014 0 050120 2D 000000 A10002907864		
[REDACTED]	[REDACTED]	[REDACTED]
LLA :		
AD 1751319 W2DG 255 00014 0 050120 2D 000000 A20002907864		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
LLA :		
AE 1761319 W1AE 251 00014 0 050120 2D 000000 A00003191071		
[REDACTED]	[REDACTED]	[REDACTED]
LLA :		
AF 1761319 W276 251 00014 0 050120 2D 000000 A10003191071		
[REDACTED]	[REDACTED]	[REDACTED]
LLA :		
AH 1761319 W2F2 251 00014 0 050120 2D 000000 A20003191071		

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LLA :
AG 1761319 W3F3 251 00014 0 050120 2D 000000 A30003191071

LLA :
AJ 1761319 W3MD 251 00014 0 050120 2D 000000 A00003351229

LLA :
AK 1761319 W3F3 251 00014 0 050120 2D 000000 A10003351229

LLA :
AL 1761319 W2F2 251 00014 0 050120 2D 000000 A20003351229

LLA :
AM 1761319 W2DG 251 00014 0 050120 2D 000000 A30003351229

LLA :
AN 1761319 W276 251 00014 0 050120 2D 000000 A40003351229

LLA :
AN 1761319 W276 251 00014 0 050120 2D 000000 A40003351229

LLA :
AP 1771319 W1AE 251 00014 0 050120 2D 000000 A00003680006

LLA :
AQ 1771319 W2F2 251 00014 0 050120 2D 000000 A10003680006

LLA :
AR 1771319 W3F3 251 00014 0 050120 2D 000000 A20003680006

LLA :
AP 1771319 W1AE 251 00014 0 050120 2D 000000 A00003680006

LLA :
AP 1771319 W1AE 251 00014 0 050120 2D 000000 A00003680006

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[REDACTED]

LLA :
AP 1771319 W1AE 251 00014 0 050120 2D 000000 A00003680006

LLA :
AP 1771319 W1AE 251 00014 0 050120 2D 000000 A00003680006

LLA :
AS 1771319 W276 251 00014 0 050120 2D 000000 A30003680006

LLA :
AT 1771319 W2DG 251 00014 0 050120 2D 000000 A40003680006

LLA :
AQ 1771319 W2F2 251 00014 0 050120 2D 000000 A10003680006

LLA :
AQ 1771319 W2F2 251 00014 0 050120 2D 000000 A10003680006

[REDACTED]

[REDACTED]

LLA :
AT 1771319 W2DG 251 00014 0 050120 2D 000000 A40003680006

[REDACTED]

[REDACTED]

LLA :
AU 1781319 W1AE 251 00014 0 050120 2D 000000 A50003680006

LLA :
AU 1781319 W1AE 251 00014 0 050120 2D 000000 A50003680006

LLA :
AV 1781319 W2DG 251 00014 0 050120 2D 000000 A60003680006

[REDACTED]

[REDACTED]

LLA :
AW 1781319 W276 251 00014 0 050120 2D 000000 A70003680006

LLA :
AX 1781319 W4CV 251 00014 0 050120 2D 000000 A80003680006

LLA :

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AY 1781319 W3F3 251 00014 0 050120 2D 000000 A90003680006

LLA :

AY 1781319 W3F3 251 00014 0 050120 2D 000000 A90003680006

LLA :

AZ 1781319 W2AR 251 00014 0 050120 2D 000000 B00003680006

BA 1781319 W3AT 251 00014 0 050120 2D 000000 B10003680006

LLA :

AX 1781319 W4CV 251 00014 0 050120 2D 000000 A80003680006

LLA :

AZ 1781319 W2AR 251 00014 0 050120 2D 000000 B00003680006

AW 1781319 W276 251 00014 0 050120 2D 000000 A70003680006

LLA :

AY 1781319 W3F3 251 00014 0 050120 2D 000000 A90003680006

LLA :

AY 1781319 W3F3 251 00014 0 050120 2D 000000 A90003680006

LLA :

BB 1791319 W2DG 251 00014 0 050120 2D 000000 B20003680006

LLA :

BB 1791319 W2DG 251 00014 0 050120 2D 000000 B20003680006

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[REDACTED]

LLA :
BC 1791319 W1AE 251 00014 0 050120 2D 000000 F90003680006

LLA :
BB 1791319 W2DG 251 00014 0 050120 2D 000000 B20003680006

LLA :
BD 1791319 W2F2 251 00014 0 050120 2D 000000 G90003680006

LLA :
BE 1791319 W2DH 251 00014 0 050120 2D 000000 H30003680006

LLA :
BF 1791319 W4CV 251 00014 0 050120 2D 000000 H20003680006

LLA :
BF 1791319 W4CV 251 00014 0 050120 2D 000000 H20003680006

[REDACTED]

[REDACTED]

LLA :
BG 1791319 W276 251 00014 0 050120 2D 000000 H40003680006

[REDACTED]

[REDACTED]

LLA :
BJ 1701319 W276 251 00014 0 050120 2D 000000 H50003680006

LLA :
BK 1701319 W2AR 251 00014 0 050120 2D 000000 H60003680006

LLA :
BL 1701319 W3F3 251 00014 0 050120 2D 000000 H70003680006

LLA :
BM 1701319 W3XC 251 00014 0 050120 2D 000000 H90003680006

LLA :
BN 1701319 W3XC 251 00014 0 050120 2D 000000 I00003680006

LLA :
BP 1701319 W3AT 251 0014 0 050120 2D 000000 I10003680006

LLA :
BJ 1701319 W276 251 00014 0 050120 2D 000000 H50003680006

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[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

This is a 100% Small Business Set-aside for only Service-Disabled Veteran-Owned Small Business concerns, and performance will be subject to the Limitation of Subcontracts clause FAR 52.219-14 in the basic contract.

1.0 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.

2.0 CONTRACTOR IDENTIFICATION

All Contractors performing under this task order are required to clearly distinguish themselves from Federal employees through identification of their "Support Contractor" status. Identification includes, but is not limited to, the following: distinct badges; distinct office name plates and marking of office space; identification of "Support Contractor" in all forms of formal and informal communication as well as in e-mail signature blocks, in telephone conversations, in voicemail greetings, when using Government letterhead and fax cover sheets, and on business cards. Letterhead, fax cover sheets, and business cards may include the "Office of Naval Research" name but shall not include the Office of Naval Research logo or any related graphic.

3.0 HOURS OF OPERATION AND HOLIDAY SCHEDULE

3.1 The Office of Naval Research conforms to public holiday for federal employees. Contractor support will not be required on public holidays, except to the extent that travel for operational requirements are scheduled. A list of federal holidays in effect during performance under this order can be found at [REDACTED]. If the holiday falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance will be on the following Monday.

3.2 In the event the Government is closed for any other purpose (e.g., inclement weather), contractor personnel may be allowed to work provided permission is granted by the Contractor and the COR. In the event Contractor personnel will be absent from the office for other reasons (e.g. sickness, training, vacation, etc.), these absences must be coordinated with the COR prior to their occurrence to the maximum extent practicable.

4.0 AUTHORITY TO SUBCONTRACT AND/OR HIRE CONSULTANTS

The services of the following subcontractors and/or consultants have been identified as necessary for the performance of this contract:

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED] preceding listing of subcontracts were evaluated during negotiations as required by paragraph (j) of the contract clause at FAR 52.244-2 entitled "Subcontracts" and therefore do not require consent in accordance with paragraphs (c) and (e) of the Subcontracts clause. This consent is based upon the information submitted by the prime contractor in accordance with FAR 52.244-2 (e) (1) (i) through (vii).

For additional subcontracts beyond those listed above, the Contracting Officer's written consent to subcontract is only required in accordance with paragraphs (b), (c), and (d) of FAR 52.244-2.

ONR has delegated contract administration to the Administrative Contracting Officer (ACO) at the cognizant Contract Administration Office (Block 7 of this DD Form 1155 or Block 6 of the Standard Form 26). Although ONR has provided authority to subcontract for the preceding list of subcontracts, ONR is not retaining any post award function for the consent of subcontracts in accordance with FAR 42.302(a)(51). Therefore, any consents to subcontract required in accordance with FAR 52.244-2 after contract award shall be submitted to the ACO for action.

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SECTION J LIST OF ATTACHMENTS

Attachment Number 1: Quality Assurance Surveillance Plan

Attachment Number 2: Revised Department of Defense Contract Security Classification Specifications (DD 254)

Attachment Number 3: Service Contract Act Wage Determination (WD 05-2103 (Rev.-14))

Attachment Number 4: COR Appointment Letter