

**DELIVERY ORDER**

**FINAL**

1. CONTRACT NO. N00178-04-D-4061	2. DELIVERY ORDER NO. 000216	3. EFFECTIVE DATE ORIG 09/23/2004 MOD 03/24/2008	4. PURCHASE REQUEST NO. N00178-08-MR-65166
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5. ISSUED BY NSWC, DAHLGREN DIVISION 17632 Dahlgren Road Suite 157 Dahlgren VA 22448-5110	CODE N00178	6. ADMINISTERED BY DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299	CODE S2101A
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7. CONTRACTOR Gryphon Technologies, LC 6301 Ivy Lane Suite 300 Greenbelt MD 20770	CODE 05TP2	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME  (hours local time – Block 5 issuing office)
			SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43213	CODE HQ0338
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

Gryphon Technologies, LC

NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA  
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
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See the Following Pages

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA By: _____ CONTRACTING/ORDERING OFFICER	04/04/2008	22. TOTAL
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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## **GENERAL INFORMATION**

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### STATEMENT OF WORK

#### TOPSIDE INTEGRATION DESIGN

##### C.1 BACKGROUND

The purpose of this task is to provide NSWCDD Code J53 with Systems Engineering, Integration, Planning, and Design Engineering Services in support of Integrated Topside Design for Amphibious ship classes. These efforts include identifying new systems with topside impact, updating ship topside baselines for any major alterations, update and maintenance of the PEO SHIPS-F Topside Web Site, and coordinating activities with the Planning Yards, Ship Platform Manager, Systems Commands, Program Acquisition Resource Managers, waterfront activities, and other Topside team members.

##### C.2 SCOPE OF WORK

This Statement of Work (SOW) identifies the requirements for contractor support of the following:

- a. Identifying new systems with Topside impact to be installed on amphibious ships up through and including the “deployment after next” for each ship. Identifying the topside requirements for each new system.
- b. Performing engineering, planning, and program coordination and resolving technical issues as they arise.
- c. Coordinating and participating in ship validations to determine changes to a ship's existing topside configuration and identifying possible locations for installation of new systems.
- d. Updating the Topside Webpage, to include
  - (1) 2D Renderings of 3D Models
  - (2) Draft and Final Blockage Analysis Reports
  - (3) Interactive Ship Survey Reports
  - (4) Lists of Planned/Proposed Alterations to Analyze
  - (5) Meeting Reports, POC List, Calendar of Events
- e. Developing, updating and performing quality assurance for 3D topside models in AutoCAD 2000 format.

##### C.3 REQUIREMENTS

The contractor shall:

- a. Identify new systems with topside impact to be installed on amphibious ships up through and including the “deployment after next” (2 to 5 years). Based on the ShipAlts and upgrades proposed for each ship and Force Readiness Plan (R+), determine the impact of the ShipAlts and upgrades to the ship and Combat System. Provide technical inputs and recommendations addressing the feasibility of installing these systems and which ships topside analysis should be performed for each year. Provide a list of planned/proposed alterations for each amphibious ship to be analyzed. Identify the integration requirements for each system and provide input that shall address system integration for command and surveillance, weapons, navigation, radio communications, C4I systems, and space allocation issues as they relate to the topside configuration and design.

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b. Perform engineering planning and program coordination for amphibious ship topside integration design. Resolve topside integration technical issues as assigned and provide resolutions in the form of Action Item Responses. Participate in design, status and review meetings in support of topside engineering efforts and provide meeting minutes. Coordinate activities with the Planning Yards, Ship Platform Manager, System Commands, Program Acquisition Resource Managers, waterfront activities, and other topside team members.

c. Plan, coordinate, and participate in ship validations with various government agents and contractors to document changes to ships' existing topside configuration. Ships will be validated once every few years on an as needed basis to document any changes that have been made to the topside configuration since the previous validation so that the existing 3D topside models can be kept accurate. The validations will also identify possible locations for installation of new systems.

d. Update and maintain the PEO SHIPS-F Topside Web Site. The update shall include posting to the Web Site all topside related changes to the baseline configuration for the LHA1, LHD-1, LSD-41, and LSD-49 Class ships and shall consist of Draft and Final Blockage Analysis Reports, Interactive Ship Survey Reports, Lists of Planned/Proposed Alterations to analyze, Meeting Reports, POC List, and Calendar of Events. The Contractor shall also create 2D renderings of the ships' 3D models and post them on the WEB Site.

e. Develop, update, and perform quality assurance for 3D topside models in AutoCAD 2000 format. The Contractor shall provide a 3D model of the existing configuration of each assigned ship and shall update the models to reflect potential upgrades.

#### C.4 DELIVERABLES

The contractor shall deliver the following in accordance with CDRL Items No. A001 through A008 provided as Attachment J.5 to this solicitation:

- a. List of Planned/Proposed Alterations for each amphibious ship that will be analyzed, approximately ten (10) (reference CDRL A001).
- b. Topside Engineering and Technical Inputs, one each per system to be analyzed, approximately (10) (reference CDRL A002).
- c. Action Item Responses, approximately twelve (12) (reference CDRL A003).
- d. Meeting Reports, approximately six (6) (reference CDRL A004).
- e. Ship Visit Reports, approximately four (4) (reference CDRL A005).
- f. Topside Web Site Updates, one per month (reference CDRL A006).
- g. 3D models, as assigned (reference CDRL A007).
- h. 3D Model Quality Control Technical Inputs, as assigned (reference CDRL A008).

#### C.5 PLACE OF PERFORMANCE

Support under this order shall be performed at contractor facilities in the Washington, DC/Dahlgren, VA areas, at NSWCDD Dahlgren, VA, at NAVSEA Headquarters, Washington, and on board ships during surveys.

#### C.6 TRAVEL

The following trips are anticipated per 12-month period:

- a. One trip, one person, for seven days to San Diego, CA.

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b. One trip, one person, for five days to Norfolk, VA.

#### C.7 SECURITY

The Department of Defense Contract Security Classification Specification (DD Form 254), provided as Attachment J.4 to this solicitation provides the security classification requirements for this order.

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## **SECTION D PACKAGING AND MARKING**

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

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## SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be performed at Destination by the Government.

### Quality Assurance Plan (QAP)

1. The order is for a one-week base and one twelve-month option period. In accordance with the terms set forth elsewhere in this solicitation and in this QAP, the contractor may earn term extensions of up to three years, eleven months, 3 weeks (for a total ordering period of five years) on the basis of performance during the evaluation periods. The contractor will be evaluated against the performance standards included in this QAP to determine whether or not the remaining terms will be awarded. Actual award term option determinations are unilateral decisions made solely at the Government's discretion. Order term extensions earned will be reflected in unilateral order modifications. The intent of this plan is to establish procedures for the evaluation of contractor performance by furnishing guidelines and procedures for: (1) evaluating the contractor's performance during evaluation periods; and (2) furnishing sufficient data to enable the Task Order Manager (TOM) to determine whether the award term option will be granted.

2. Work performance on this order will be assessed on a continuing basis throughout the year based on a review of deliverables and general observations of performance in accordance with the subjective performance standards and procedures set forth in this QAP. The program office requires outstanding performance to enable Integrated Topside Design decision-making. Thus the standards set forth below provide additional incentives to the contractor for outstanding performance that will benefit the Government. The Government official responsible for evaluating contractor performance and for final award term option decisions is the TOM for this order.

3. Contractor performance will be evaluated in two general areas, quality of product and timeliness/schedule. A rating of Outstanding, Acceptable, Marginal, or Unacceptable will be assigned to each area. These general areas are described below. The items identified under each area represent the types of consideration to be addressed. The degree of Government technical direction necessary to solve problems that arise during performance will be a consideration for each area. Improvements made in an area during the evaluation period will also be considered as will degradation in the overall quality of performance. Through this plan, the Government seeks to provide additional incentives for the contractor to perform at better than marginal level. The award term option will only be exercised if overall performance is evaluated at a level greater than marginal in meeting contractual requirements.

3.1 Deliverable Item: Lists of Planned/Proposed Alterations for each Amphibious ship that will be analyzed, approximately ten (10)(reference CDRL A001).

Deliverable acceptance criteria: Quality Product and Timeliness/Schedule

### Quality Product Evaluation Rating Definitions:

**Outstanding:** Each list pertains to one ship only with complete ship name and hull number identified, and is summarized in a one-page presentation style brief sheet. The ship name and hull number is identified at the top of the brief sheet. The body of the brief sheet delineates between "alterations previously modeled," alterations to be modeled," and "alterations to be considered, but not modeled." The brief sheet lists these three categories in separate areas of the page. Each category also includes the applicable ship alteration record (SAR) number, justification cost form (JCF) number, or ship change document (SCD) number and associated title. The brief sheet provides contact information for the NSWCCD/J53 point of contact.

**Acceptable:** Each list pertains to one ship only, and is summarized in a presentation style brief sheet. The ship name and/or hull number is identified on the brief sheet. The brief sheet delineates between "alterations previously modeled," alterations to be modeled," and "alterations to be considered, but not modeled." Each category also includes the applicable ship alteration record (SAR) number, justification cost form (JCF) number, or ship change document (SCD) number and associated title.

**Marginal:** Each list pertains to more than one ship. Each list is not in a presentation style format. The ship name is not fully identified by name and/or hull number. The categories, "alterations previously modeled," alterations to be

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modeled,” and “alterations to be considered, but not modeled” are not clearly delineated. Each category does not associate a SAR number, JCF number, or SCD number and associated title. There is limited POC information, such as only name or organization, or phone number.

Unacceptable: The brief sheet contains very limited information, not identifying alterations or associated SAR, JCF, or SCD numbers, indicating a lack of adequate research and commitment by the contractor and is unusable by the government.

Timeliness/Schedule Evaluation Rating Definitions:

Outstanding: The contractor delivers the product at least two weeks in advance of the topside working group meeting when required by the government. There will usually be at least two working group meetings per year, and as many as six per year.

Acceptable: The contractor delivers the product at least one week in advance of the topside working group meeting when required by the government.

Marginal: The contractor delivers the product less than one week of the topside working group meeting or after the meeting is over when it was previously requested for delivery by the government.

Unacceptable: The contractor fails to deliver a product or delivers a product long (more than 7 days) after a due date.

3.2 Deliverable Item: Topside Engineering and Technical Inputs, one per each system to be analyzed, approximately ten (10)(reference CDRL A002).

Deliverable acceptance criteria: Quality Product and Timeliness/Schedule

Quality Product Evaluation Rating Definitions:

Outstanding: Inputs are detailed and specific and address information relevant to integrated topside design including system description, system parameters, potential topside impacts, planned hull installations, and schedule. Recorded log of inputs kept and maintained for government retrieval when required.

Acceptable: Inputs address information relevant to integrated topside design including system description, system parameters, potential topside impacts, planned hull installations, and schedule. Inputs are not necessarily detailed and specific and may require further research. Recorded log of inputs kept and maintained for government retrieval when required.

Marginal: Inputs provide limited information, requiring the government to spend additional resources to obtain the required inputs. Log of inputs maintained, but log of inputs not readily available to government when required.

Unacceptable: Inputs not provided and/or government not kept informed.

Timeliness/Schedule Evaluation Rating Definitions:

Outstanding: Same requirements for 3.1

Acceptable: Same requirements for 3.1

Marginal: Same requirements for 3.1

Unacceptable: Same requirements for 3.1

3.3 Deliverable Item: Ship visit reports, approximately four (4)(reference CDRL A005)

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Deliverable acceptance criteria: Quality Product and Timeliness/Schedule

Quality Product Evaluation Rating Definitions:

**Outstanding:** Reports clearly and specifically address purpose of visit, dates, relevant personnel, purpose, issues encountered, results, conclusions, and recommendations as a minimum. Reports are concise and written in a predominately active style with minimal passive verbiage. Reports conform to the NSWCCD/MP95/67 Dahlgren Division Publications Format Guide.

**Acceptable:** Reports address purpose of visit, dates, relevant personnel, purpose, issues encountered, results, conclusions, and recommendations. Reports conform to the NSWCCD/MP95/67 Dahlgren Division Publications Format Guide.

**Marginal:** Reports provide limited useful information and/or don't conform to the NSWCCD publication guide.

**Unacceptable:** Reports not delivered and/or poorly formatted with irrelevant or limited useful information.

Timeliness/Schedule Evaluation Rating Definitions:

**Outstanding:** Report delivered within 7 days of ship visit.

**Acceptable:** Report delivered more than 7 days, but within 20 days of ship visit.

**Marginal:** Report delivered more than 20 days, but within 30 days of ship visit.

**Unacceptable:** Report delivered after 30 days of ship visit, or report not delivered.

The TOM may unilaterally change this plan prior to the beginning of an evaluation period. In addition, the contractor may recommend changes to the plan no later than 90 calendar days prior to the beginning of the new evaluation period. The Contracting Officer will notify the contractor in writing of any changes to the plan before the start of the affected evaluation period. Changes to this plan that are applicable to a current evaluation period will be incorporated by mutual consent of the parties.

Upon request by the Contracting Officer the contractor shall submit a self-assessment of its performance for that period to the TOM (with a copy to the Contract Specialist identified in Section G of this solicitation). This self assessment shall be used in the TOM's evaluation of the contractor's performance during this period.

The Contracting Officer must determine that a continued need exists for the services covered by this order for a given award term option period. Such a decision is at the sole discretion of the Contracting Officer. A decision that the requirement has changed or no longer exists, or that no funding is available will result in the Government voiding any award term options earned.

Within 60 calendar days prior to the end of the first option period's period of performance, the Government and contractor will resolve any questions, comments, and/or concerns over the contractor's performance.

The contractor's performance will be evaluated through the Past Performance Information Retrieval System (PPIRS). PPIRS evaluations are done on an annual basis based on all work performed during the previous 12 month period. The primary Government official responsible for the PPIRS evaluation is the TOM.

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are estimated at:

000101	9/23/2009 - 9/22/2010
0001AA	9/23/2004 - 9/30/2004
0001BA	10/1/2004 - 9/30/2005
0001BB	10/1/2004 - 9/30/2005
0001CA	12/1/2005 - 9/30/2006
0001CB	10/1/2005 - 9/30/2006
0001CC	10/1/2005 - 9/30/2006
0001CD	10/1/2005 - 9/30/2006
0001CE	2/28/2006 - 9/30/2006
0001CF	9/22/2006 - 9/30/2006
0001CG	9/22/2006 - 9/30/2006
0003AA	9/23/2004 - 9/30/2004
0003BA	10/1/2004 - 9/30/2005
0003BB	10/1/2004 - 9/30/2005
0003CA	12/1/2005 - 9/30/2006
0003CB	10/1/2005 - 9/30/2006
0003CC	10/1/2005 - 9/30/2006
0003CD	10/1/2005 - 9/30/2006
0003CE	2/28/2006 - 9/30/2006
0003CF	9/22/2006 - 9/29/2006
0003CG	9/22/2006 - 9/30/2006
1000	11/9/2006 - 9/30/2007
3000	11/9/2006 - 9/30/2007
300101	11/27/2006 - 9/30/2007
300102	11/28/2006 - 9/30/2007

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

0001DA	10/1/2006 - 9/30/2007
0001EA	10/1/2007 - 9/30/2008
0001FA	10/1/2008 - 9/22/2009

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0003DA 10/1/2006 - 9/30/2007  
0003EA 10/1/2007 - 9/30/2008  
0003FA 10/1/2008 - 9/22/2009

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## **SECTION G CONTRACT ADMINISTRATION DATA**

The correct requisition number for 0003CA is J53000/60261366

Task Order Manager

### ACCOUNTING AND APPROPRIATION DATA

Following is the cumulative breakdown of funds obligated on this order to date for information purposes only (DO NOT REOBLIGATE):

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

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

(d) The level of effort for this contract shall be expended at an average rate of approximately X hours per week (varies). It is understood and agreed that the rate of manhours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total manhours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

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

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

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

Fee Reduction = Fee (Required LOE minus Expended LOE) divided by Required LOE

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

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

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of 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) 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.

SUBMISSION OF INVOICES (COST REIMBURSEMENT, TIME AND MATERIALS, LABOR HOUR, OR FIXED PRICE INCENTIVE)

(a) "Invoice" as used in this clause includes contractor requests for interim payments using public vouchers (SF 1034) but does not include contractor requests for progress payments under fixed price incentive contracts.

(b)(i) In accordance with DFARS 242.803(b)(i)(c), the cognizant Defense Contract Audit Agency (DCAA) auditor has authorized the contractor to submit interim vouchers directly to the paying offices. This authorization does not extend to the first and final invoices, which shall be submitted to the contract auditor at the following address:

Defense Contract Audit Agency Columbia Branch Office

1 Mall North, Suite 220

10025 Governor Warfield Parkway

Columbia, MD 21044

A copy of every invoice shall also be provided to the individuals listed below at the addresses shown in Section G, Contract Administration Data:

Task Order Manager

Contract Specialist

In addition, a copy of the final invoice shall be provided to the Administrative Contracting Officer (ACO).

(ii) Upon written notification to the contractor, DCAA may rescind its authorization for the contractor to submit interim invoices directly to the paying offices. Upon receipt of such written notice the contractor shall immediately begin to submit all invoices to the contract auditor at the above address.

(iii) Notwithstanding (i) and (ii), when delivery orders are applicable, invoices shall be segregated by individual order and submitted to the address(es) specified in the order.

(c) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoices shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than 30 calendar days between performance and submission of an interim payment invoice.

(d) In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

(1) Contract line item number (CLIN)

(2) Subline item number (SLIN)

(3) Accounting Classification Reference Number (ACRN)

(4) Payment terms

(5) Procuring activity

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(6) Date supplies provided or services performed

(7) Costs incurred and allowable under the contract

(8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided

(e) A DD Form 250, "Material Inspection and Receiving Report",

\_\_\_\_\_ is required with each invoice submittal.

X is required only with the final invoice.

\_\_\_\_\_ is not required.

(f) A Certificate of Performance

\_\_\_\_\_ shall be provided with each invoice submittal.

X is not required.

(g) The Contractor's final invoice shall be identified as such, and shall list all other invoices (if any) previously tendered under this contract.

(h) Costs of performance shall be segregated, accumulated and invoiced to the appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLINS/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allocated on a proportional basis.

(i) When a vendor invoice for a foreign currency is provided as supporting documentation, the Contractor shall identify the foreign currency and indicate on the vendor invoice the rate of exchange on the date of payment by the Contractor. The Contractor shall also attach a copy of the bank draft or other suitable documents showing the rate of exchange. The contractor shall provide an English translation if the vendor invoice is written in a foreign language.

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

Section H clauses are in accordance with Section H of the basic IDIQ contract.

### MANDATORY REQUIREMENTS

#### RESUME FORMAT AND CONTENT REQUIREMENTS

All resumes submitted under this contract shall be provided in the following format.

- (a) COMPLETE NAME
- (b) LABOR CATEGORY
- (c) CURRENT EMPLOYER
- (d) AVAILABILITY (state as a percentage of total man-years).
- (e) LEVEL OF SECURITY CLEARANCE
- (f) PLANNED WORK LOCATION
- (g) WORK EXPERIENCE -- Show experience and dates as follows:

Name of Employer; 5 years 0 mos.; 10/98 - 10/03; Position Title

Work experience shall be presented in separate paragraphs, clearly marked as either qualifying or nonrelevant experience. (If qualifying and non-relevant experience was obtained while with the same employer, note separate time periods for each). All qualifying experience shall be presented in a level of detail that will permit the evaluator to make a clear connection between work experience and the labor category requirements specified in Attachment J.3. Specific examples of work assignments and accomplishments shall be provided. All military experience, if applicable, shall be broken down by assignment.

Contractors shall avoid gaps in experience as time unaccounted for may lead to confusion and need for clarification.

- (h) EDUCATION -- Show all post-secondary as follows:

Degree(s); Date(s); Institution; Major/Minor

If the employee is not a current employee of the contractor (or a subcontractor), a copy of the accepted offer letter (which identifies a projected start date and the agreed to annual salary) shall be provided.

#### SAVINGS INITIATIVES

This Task Order will provide repetitive professional technical support services. Therefore, contractors are encouraged to, as much as practicable, identify business improvement processes, cost efficiencies, innovations, and/or other cost savings initiatives to provide high quality services that will result in a savings to the Government.

#### PERFORMANCE-BASED TASK ORDER

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The Government will assess the results of the work performance on this order against measurable performance standards. Within 90 calendar days prior to the end of the task order's first option period, the offeror's performance will be reviewed in accordance with the standards set forth in the Quality Assurance Plan included in Section E of this solicitation, which addresses how performance will be measured against that performance standards and surveillance schedules and methods.

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## **SECTION I CONTRACT CLAUSES**

Section I clauses are in accordance with Section I of the basic IDIQ contract.

52.217-9 -- Option to Extend the Term of the Contract (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days after the previous period of performance; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 25 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 year

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**SECTION J LIST OF ATTACHMENTS**