

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 03-Mar-2011	4. REQUISITION/PURCHASE REQ. NO. Admin		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NAVAIR Weapons Division China Lake 429 E Bowen Road - Stop 4015 China Lake CA 93555-6108 david.belasco@navy.mil 760-939-1087	CODE N68936	7. ADMINISTERED BY (If other than Item 6) DCMA SAN DIEGO 7675 DAGGET STREET, SUITE 200 SAN DIEGO CA 92111-2241		CODE S0514A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Quantum Professional Services 2247 San Diego Ave, Suite 236 San Diego CA 92110-2966	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-07-D-5211-GM01
	10B. DATED (SEE ITEM 13) 16-Aug-2010
CAGE CODE 3A2R1	FACILITY CODE 117942370

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.
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Collin A Kyte, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Collin A Kyte (Signature of Contracting Officer)	03-Mar-2011

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GENERAL INFORMATION

The purpose of this modification is to replace the appointed Task Order Manager (TOM). Melina Baray is hereby appointed as the TOM and replaces Beverly Robinson in accordance with Section G, TASK ORDER MANAGER (TOM) APPOINTMENT (JUL 2005) of this Task Order.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$ [REDACTED] by \$0.00 to \$ [REDACTED]

The total value of the order is hereby increased from \$ [REDACTED] by \$0.00 to [REDACTED]

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
5001	Base Admin Support Services (TBD)	1.0 Lot	[REDACTED]	[REDACTED]
500101	PID/PR 1300143738-0001 \$534,443.41 ACRN AA (WCF)			
5002	Option 1 Admin Support Services (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]
5003	Option 2 Admin Support Services (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]
5004	Option 3 Admin Support Services (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]
5011	Base Travel/Training Direct Cost reimbursable (TBD)	1.0 Lot	[REDACTED]	[REDACTED]
501101	PID/PR 1300143738-0001 \$5,500.00 ACRN AA (WCF)			
5012	Option 1 Travel/Training Direct Cost reimbursable (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]
5013	Option 2 Travel/Training Direct Cost reimbursable (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]
5014	Option 3 Travel/Training Direct Cost reimbursable (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]

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8001	Option 4 Admin Support Services (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]
8011	Option 4 Travel/Training Direct Cost reimbursable (TBD) Option	1.0 Lot	[REDACTED]	[REDACTED]

Additional Informational SubCLINs (SLINs) may be created as incremental funding is added to fund this effort.

CLINs 5001, 5002, 5003, 5004, and 8001 on this task order are Firm Fixed Price

CLINs 5011, 5012, 5013, 5014, and 8011 on this task order are Cost Reimbursable for Travel/Training requirements only.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

FLEET READINESS CENTER, SOUTHWEST CORPORATE OPERATIONS

ADMINISTRATIVE SUPPORT SERVICES

1.0 SCOPE. The Fleet Readiness Center, Southwest (FRCSW), Corporate Operations requires contractor support for mail and messenger services, forms management, directives management, travel support services, and incentive award processing.

The Government shall provide facilities, office supplies, furniture and equipment required to perform this requirement, except for vehicles. The contractor shall be required to provide an enclosed vehicle (van, or truck and camper or similar vehicle) to perform the tasks as defined herein.

All contractor personnel will be required to obtain and maintain a secret clearance for the duration of employment under this contract. Failure to obtain and maintain a security clearance will be cause for dismissal of employment and possible termination of contract.

2.0 APPLICABLE DOCUMENTS. The documents listed below are the versions current at the writing of this Performance Work Statement (PWS), and are needed to fully understand and perform the tasks described herein. The contractor shall be responsible for ensuring performance is in accordance with the newest version of the applicable documents.

REGULATIONS AND GUIDELINES

JOINT TRAVEL REGULATION (JTR), dtd 06/01/2009

UNITED STATES STATE DEPARTMENT GUIDELINES FOR PASSPORTS, dtd 08/27/2009

DEPARTMENT OF DEFENSE (DOD) 4500.54-E, DEPARTMENT OF DEFENSE FOREIGN CLEARANCE GUIDE, dtd 12/28/2009

DOD 1000.21, PASSPORT AND PASSPORT AGENT SERVICES REGULATION, dtd 04/1997

MANUALS

DOD 4525.6-M, DEPARTMENT OF DEFENSE POSTAL MANUAL, dtd 08/15/2002

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DOD 7750.7-M, DEPARTMENT OF DEFENSE FORMS MANAGEMENT PROGRAM, dtd 05/14/2008

SECRETARY OF THE NAVY (SECNAV) M-5216.5, CORRESPONDENCE MANUAL, dtd 03/2010

DOD 1400.25M, Sub-Chapter 451, CIVILIAN PERSONNEL MANUAL,

Sub-Chapter 451, AWARDS, dtd 12/1996

SECNAV M-5210.1, THE SECRETARY OF THE NAVY, DEPARTMENT OF THE NAVY, RECORDS MANAGEMENT PROGRAM, RECORDS MANAGEMENT MANUAL, dtd 11/16/2007 (Rev)

DIRECTIVES

DOD 5025.1, DEPARTMENT OF DEFENSE DIRECTIVES PROGRAM, dtd 10/28/2007

INSTRUCTIONS

OFFICE OF THE CHIEF OF NAVAL OPERATIONS INSTRUCTION (OPNAVINST) 5216/10, RECEIPT SYSTEM FOR CLASSIFIED MATERIAL, dtd 06/01/1978

OPNAVINST 1650.8D, CASH AWARDS FOR MILITARY PERSONNEL FOR SUGGESTIONS, INVENTIONS, SCIENTIFIC ACHIEVEMENTS, AND DISCLOSURES, dtd 04/26/2007

OPNAVINST 5218.1C, OPNAV MAIL HANDLING PROCEDURES, dtd 08/31/84

OPNAVINST 5218.7B, NAVY OFFICIAL MAIL MANAGEMENT INSTRUCTIONS, dtd 10/21/1998

OPNAVINST 5513.1F, DEPARTMENT OF THE NAVY SECURITY CLASSIFICATION GUIDES, dtd 12/07/2005

SECNAVINST 3590.4A, AWARD OF TROPHIES AND SIMILAR DEVICES IN RECOGNITION OF ACCOMPLISHMENTS, dtd 01/28/1975

SECNAVINST 5210.8D, DEPARTMENT OF THE NAVY RECORDS MANAGEMENT PROGRAM, dtd 12/31/2005

FLEET READINESS CENTER, SOUTHWEST, INSTRUCTION (FRCSWINST) 1650.1, FLEET READINESS CENTER SOUTHWEST MILITARY AWARDS POLICY, dtd 11/02/2006

NAVAL AIR SYSTEMS COMMAND DEPOT INSTRUCTION (NAVAIRDEPOTINST) 5216.4K, CORRESPONDENCE AND MAIL PROCEDURES, dtd 12/11/2003

NAVAIRDEPOTINST 5215.15B, BULLETIN BOARDS, dtd 04/14/2004

NAVAIRDEPOTINST 5213.10L, FORMS MANAGEMENT PROGRAM, dtd 06/02/2005

NAVAIRDEPOTINST 4560.1A, GOVERNMENT TRAVEL CHARGE CARD POLICY, dtd 04/26/2004

NAVAIRDEPOTINST 12450.3H, INCENTIVE AWARDS PROGRAM, dtd 05/20/2004

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NAVAIRINST 12451.1, CHG 2, AWARDS PROGRAM MANUAL, dtd 03/03/2006

FRCSWINST 5215.5B, FLEET READINESS CENTER SOUTHWEST DIRECTIVES ISSUANCE SYSTEM, dtd 06/09/2009

FRCSWINST 4560.2A, TRAVEL POLICY AND PROCEDURES, dtd 08/13/2007

FRCSWINST 3070.1, OPERATIONS SECURITY, dtd 04/30/2009

FRCSWINST 2090.1, BULLETIN BOARDS, dtd 07/27/2009

3.0 REQUIREMENTS. This requirement is for administrative support services operations at FRCSW, North Island, California. The contractor shall manage the administrative support service operations and provide a qualified staff that has management expertise to ensure that the performance of work provided has effective and efficient management practices. (Note: To avoid redundancy, all statements in this PWS are understood to be performed by the contractor and “shall” be performed by the contractor unless otherwise noted.)

3.1 MAIL.

3.1.1 Standard Mail. The contractor shall pick up mail from the Official Mail Center every morning by 10:00 ante meridiem (a.m.), then time stamp, sort and deliver all internal FRCSW guardmail and incoming first class and bulk mail to the correct addressee within 1 workday of receipt. Research using the Government-furnished Navy/Marine Corps Internet (NMCI) global listing to locate FRCSW personnel for delivery of un-coded mail. Stamp undeliverable mail with “Return to Sender” and deliver back to post office within 1 workday. Submit report to the Task Order Manager (TOM) on the quantity of mail received monthly.

3.1.2 Outgoing Mail. The contractor shall receive, process and deliver FRCSW outgoing mail to the Postal Annex every afternoon by 1:30 post meridiem (p.m.). Generate address labels using Government-furnished equipment and software, as required, for outgoing mail and update the address label database at least once a month if there are changes to the Standard Navy Distribution List (SNDL). Verify the authorization signature using the By-Direction Letter Log Book maintained per Paragraph 3.3.2. Submit report to the TOM on the quantity of mail outgoing monthly.

3.1.3 Incoming Classified Mail. The contractor shall deliver all incoming classified mail to correct the addressee within the same day of receipt. Complete OPNAV Correspondence/Material Control Form 5216/10 for all secret correspondence. Maintain an inventory log of all classified correspondence in a Government-provided classified safe. Submit report to the TOM on the quantity of classified mail received monthly.

3.1.4 Outgoing Classified Mail/Material. The contractor shall maintain correctly labeled security folders. Conduct classified mail/material inventory once a year. Correct minor discrepancies in accordance with Applicable Documents, Paragraph 2.0, and report all major discrepancies to the FRCSW Security Officer on the same day. Submit an inventory report within 2 weeks of receipt of request from the FRCSW Security Officer. Maintain and update the classified mail/material inventory log within 1 workday of receipt of the notice of change. Deliver United States Postal

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Service (USPS) mail to the Postal Annex by 1:30 p.m. and have all FedEx packaged and ready for pick up by 2:30 p.m. Destroy identified "Burn" or "Destroy" mail/material monthly. Submit report to the TOM on the quantity of classified outgoing mail/material received monthly.

3.1.5 Mail Tracking. The contractor shall maintain a tracking system for all incoming and outgoing regular and special mail, and ensure all incoming and outgoing mail is recorded by type. Special mail is defined as certified, registered or express mail. Deliver incoming special mail to correct addressee within 1 workday of receipt. Maintain a supply of appropriate USPS/FedEx forms for preparation of outgoing special mail within 1 workday of receipt. Maintain an Express Mail log that tracks expenditures by the various competencies. Maintain and file a copy of the receipts from the various special mail within 1 workday of completing the action. Maintain a log for each certified, registered and express mail. Match special mail invoices to original request and submit for payment. Submit monthly report to the TOM on the quantity of mail tracked during the month.

3.1.6 Messenger Service. The contractor shall provide messenger delivery service of documents and parcels within the local San Diego city limits upon request within the same day, as requested. Maintain log book for all requests and deliveries. Submit monthly report to the TOM on all messenger requests processed during the month.

3.2 OFFICIAL AND UNOFFICIAL BULLETIN BOARDS. The contractor shall ensure all FRCSW command bulletins and notices are posted on official bulletin boards bi-weekly. Remove and discard non-official materials at the same time. Maintain unofficial bulletin boards removing outdated or prohibited material in accordance with Applicable Documents, Paragraph 2.0. Submit monthly report to the TOM on updates performed during the month for all official bulletin board work.

3.3 DIRECTIVES, BY-DIRECTION LETTERS, FORMS.

3.3.1 Directives (Instructions, Notices and Local Command Procedures). The contractor shall maintain a tickler file that provides a snapshot of all FRCSW directives, points of contact, the anniversary date and latest activity. Review new/updated directives for proper format and procedural adherence in accordance with Applicable Documents, Paragraph 2.0, within 2 weeks of receipt from originator. Notify originator if corrections or further actions are required. Forward the new/updated directive for Commanding Officer's (CO's) signature. Coordinate the maintenance of the Instruction and Documentation Website with the FRCSW Web Team. In addition, post internal and external directives to the Instruction and Documentation Website within 1 workday of receipt of signed copy from the CO. Once the directive is posted on the website, notify the FRCSW Web Team by email to push updates to production. Maintain listing of quarterly directives new, updated or cancelled within the quarter and distribute listing to the "All Hands" distribution list. Monitor the current status of directives and verify status within 30 days after the annual anniversary date by contacting the issuing Competency. Provide the FRCSW Web Team with quarterly updates to be published in "All Hands". The quarterly update shall identify directives that are new, updated or cancelled. Serve as the Directives Issuance System subject matter expert (SME), assisting with the rewrite of directives when there are references to the Directives Issuance System. Submit monthly report to the TOM on new, updated or cancelled directives processed during the month.

3.3.2 By-Direction Letters. The contractor shall maintain a log book of employees with By-Direction authority. The contractor shall process, log, and deliver the By-Direction letter to authorized individual within 3 workdays of receipt. Submit a monthly report to the TOM on the number of By-Direction letters processed during the month.

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3.3.3 Forms. The contractor shall dispense available forms within 1 workday of request. Create new form(s) within 15 workdays of request. Edit existing forms within 5 workdays of request. Maintain a database of created forms, update weekly, or as needed. Maintain a log book of all forms updated, created, or cancelled. Track Defense Agency Printing Service (DAPS) costs associated with printing forms. Maintain a 6-month stock of non-standard forms. Maintain electronic backup copies of forms. Submit monthly report to the TOM on all forms work requested.

3.4 KEY PERSONNEL LIST. The contractor shall update and archive "key personnel" (key list) listing of all FRCSW managers, by Competency, code and phone numbers quarterly. The contractor shall forward the list to FRCSW Web Team to post "key personnel" listing on the command website within 1 workday of completing quarterly update. Quarterly update shall be completed by the 15th of month following the quarter's end. Submit monthly report to the TOM on all key list activity.

3.5 WEBPAGE. The contractor shall coordinate with the FRCSW Web Team the update of all Corporate Support Services Webpage information (with the exception of the directives information noted in Paragraph 3.3.1) to ensure webpage is current. Submit monthly report to the TOM for all webpage work during the month.

3.6 TRAVEL.

3.6.1 Continental United States (CONUS) Travel Orders (outside the Defense Travel System (DTS)). The contractor shall generate CONUS hardcopy travel orders within 1 workday of the receipt of the request for orders, adhering to the JTR for all travel requirements that fall outside the DTS. Obtain the required approval signature of designated FRCSW personnel for all travel orders. Issue travel packages (travel orders, tickets and reservation information) to personnel within 1 workday of the tickets being issued. Maintain a file of the completed CONUS travel request for 6.5 years. Keep a log book of all manual travel orders and report the number of manual travel orders issued monthly to the TOM.

3.6.2 Outside Continental United States (OCONUS) Travel Orders (outside of DTS). The contractor shall generate OCONUS hardcopy travel orders within 1 workday of the receipt of request for orders, adhering to the JTR for all travel requirements that fall outside the DTS. Determine overseas travel eligibility within 1 workday of receiving notification by verifying that passports are valid and current. Review foreign country requirements within 1 workday of receiving the notification. Generate an Area Clearance Message to foreign embassies within 2 workdays of receiving notification. Keep a log book of all manual travel orders and report the number of manual orders issued monthly to the TOM. Obtain the designated FRCSW personnel approval for the Area Clearance. Submit monthly report to the TOM on all OCONUS travel preparation activity during the month.

3.6.3 OCONUS Travel Preparation (DTS). The contractor shall determine overseas travel eligibility within 1 workday of receiving notification by verifying that passports are valid and current. Ensure that passport/visa travel requirements are met within 1 workday of receiving notification. Review foreign country requirements within 1 workday of receiving notification. Generate Area Clearance Message to foreign embassies within 2 workdays of receiving notification and obtain approval of Area Clearances for the designated FRCSW personnel in accordance with Applicable Documents, Paragraph 2.0. Keep a log of all Area Clearance Messages issued and report the number of Area Clearance Messages issued monthly to the TOM.

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3.6.4 Government No-Fee Passports. The contractor shall review evidence of citizenship for passport application according to U.S. State Department guidelines. Prepare passport applications related documents and visa requests. Direct FRCSW personnel to Personnel Support Detachment (PSD) for processing passport paperwork within 5 workdays of receipt of request. Receive passport and obtain signature from employee. Issue employee Government passports for authorized travel. Secure FRCSW employee's Government passports while not in use. Maintain a passport database. Notify employees 180 days prior to passport expiration that it is time for renewal. Report passport information including current passport holders and expiration dates to FRCSW competencies quarterly. Keep a log of the number of passport applications, related documents and visa requests processed during the month. Submit a monthly report to the TOM on the number of requests processed.

3.6.5 DTS Vouchers. The contractor shall notify travelers if a travel voucher is not submitted within 5 workdays from the date of return from official travel. Review DTS travel vouchers validating submitted substantiating records (receipts) in accordance with the JTR. Stamp voucher "reviewed" within 1 workday of posting in the DTS. If the voucher has errors, identify errors in comments section of document and stamp document "returned" within 1 workday of posting in DTS. Provide liaison service between employee and approving official regarding disputed vouchers. Submit monthly report to the TOM on the DTS vouchers processed during the month.

3.6.6 Travel Vouchers (outside of DTS). Upon receipt, the contractor shall date stamp, review and process travel vouchers, adhering to the guidelines in the JTR. Review travel vouchers for possible fraudulent charges, discussing possible fraudulent charges with Support Service Management for further direction. Process the voucher and forward to PSD for liquidation using the Transaction Online Processing System (TOPS) within 1 workday of receipt. Research and expedite unpaid travel vouchers when vouchers have not been paid in 15 workdays. Contact personnel within 1 workday of the receipt of paperwork from PSD on disputed travel vouchers. Process voucher amendments and obtain necessary supervisory approval. Provide liaison service between PSD and personnel regarding disputed vouchers. Maintain a file of completed travel vouchers. Maintain a TOPS log book for all vouchers outside of DTS. Submit monthly report to the TOM on all travel vouchers processed.

3.6.7 Government Travel Charge Card (GTCC) Activity Program Coordination. The contractor shall log and process GTCC applications from FRCSW personnel and forward or fax to the charge card company within 5 workdays of receipt. Review the Delinquency Report and Non-Travel Activity Report, and identify personnel delinquent in payment and suspected misuse no later than 5 workdays after the posting of the account activity report from the charge card company. Generate suspected misuse emails sending email to Corporate Support Services Management for preparation for the misuse board. Generate delinquency payment emails at 30 days, 45 days and again at 60 days delinquent, sending email to the employee with a copy to level one management. Generate cost center credit card holder reports for use by Competency managers. Provide liaison service between the charge card company and personnel as it pertains to billing disputes and credit limits. Conduct bi-annual information charge card training. Submit monthly report to TOM for all GTCC activity during the month.

3.6.8 Permanent Change of Station (PCS) Travel Orders. The contractor shall determine PCS eligibility and compute Temporary Quarters Subsistence Allowance and per diem in accordance with the JTR. Provide estimated costs to the Competency. Assist traveler in scheduling Household Goods training. Validate/verify funding availability with the appropriate Business and Finance Manager. When provided ample time, generate travel orders at least 30 days prior to date of travel in accordance with the JTR and forward one copy of the travel order to FRCSW Managerial Accounting. Send travel information to the Commercial Travel Office (CTO) at least 3 workdays prior to the date of the PCS move. Maintain a log of all PCS travel requests. Maintain a file of all completed PCS travel orders. Submit monthly report to the TOM on all GTCC activity during the month.

3.6.9 PCS Travel Vouchers. Upon receipt, the contractor shall date stamp, review, and process PCS travel vouchers adhering to the guidelines in the JTR. Review travel vouchers for possible fraudulent charges, discussing possible

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fraudulent charges with Support Service Management for further direction. Log and forward processed vouchers to Defense Finance and Accounting (DFAS) within 1 workday of receipt. Research and expedite unpaid travel vouchers when vouchers have not been paid in 15 workdays. Contact personnel within 1 workday of receipt of paperwork from DFAS on disputed travel vouchers. Process voucher amendments and obtain necessary supervisory approval. Provide liaison service between DFAS and personnel regarding disputed vouchers. Maintain a file of completed PCS travel vouchers. Submit monthly report to the TOM on all PCS travel vouchers processed.

3.6.10 Travel Training. The contractor shall provide travel training bi-annually or as requested by Competency Code 7.1 or 7.1.3 to managers and employees of FRCSW. Provide all training materials to those being trained on the scheduled day of training. Keep log of all training and provide monthly report to the TOM for all travel training conducted during the month. The Government will provide facilities and equipment for the training.

3.7 SPECIAL PROGRAMS/AWARDS.

3.7.1 Beneficial Suggestions Award Program. The contractor shall date stamp and log all submitted beneficial suggestions. Evaluate all suggestions for compliance with regulations in accordance with Applicable Documents, Paragraph 2.0. Process suggestions preparing the file and forward to the CO's office for pending Beneficial Suggestion Panel review within 5 workdays of receipt. Attend Beneficial Suggestion Panel review taking comprehensive notes for follow-up email to suggestor. Prepare follow-up correspondence to go to suggestor advising of the acceptance or denial of submitted idea. Prepare reports that provide data regarding status and processing time of beneficial suggestion monthly. Maintain an in-process Beneficial Suggestion Log Book. Process Standard Form (SF)-52 for approved suggestions within 7 workdays of award approval. Follow up on payments with the Human Resources Office (HRO) and DFAS until payment is received. Prepare award package certificate and written explanation of award within 5 workdays of processing SF-52. Notify suggestor's Competency to pick up award package within 1 workday of completion, making note of who and when notified. Submit monthly report to the TOM for all Beneficial Suggestions processed during the month.

3.7.2 Quality Step Increases, Special Act, Productivity Recognition Program and Informal Recognition Awards Requests. The contractor shall log all incoming award submittals within 3 workdays of receipt. Ensure all written award recommendations meet established criteria in accordance with Applicable Documents, Paragraph 2.0. If criteria are not met, contact the FRCSW manager, making note of who and when contacted, within 5 workdays of request for correction. Ensure the approving and authorizing signatories included in the monetary award submittal are authorized monetary award approving officials. Maintain a filing system in accordance with Applicable Documents, Paragraph 2.0, for all award packages received. Report to the TOM any suspicion of dishonesty or impropriety in the monetary awards program. Process and submit the SF-52 to HRO using information from the final submittal within 3 workdays of final award package completion. Prepare award packages to be forwarded to Competency (certification, write-up and any other award items according to the award) within 5 workdays of processing the SF-52. Notify recipient's Competency within 1 workday of completion of award package to pick up award package, making note of who and when notified. Follow up on payments and time-off credit with HRO and DFAS until payment or time-off credit is received. On a weekly basis, schedule any awards to be presented at the CO's board briefs. Scheduling entails contacting supervisors for scheduling recipients, ensuring award packages and a brief synopsis provided by the Competency about each recipient are available for presentation and notifying managers by email. On a quarterly basis, schedule a CO's Presentation Ceremony or provide any awards for a "Tailgate Presentation", which includes Quality Step Increase (QSI), Special Act (SA) and Productivity Recognition Program (PRP), including Employees of the Month, Quarterly and Year recipients. This scheduling entails contacting supervisors and managers to coordinate schedules, ensuring award packages and a brief synopsis about each recipient are available for presentation and scheduling within the CO's timeframes. Submit a monthly report to the TOM on all QSI, SA, PRP and any other award program activity during the month.

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3.7.3 Letters of Appreciation, Retirement, Length of Service and Sick Leave Awards. The contractor shall log incoming letters of appreciation upon receipt. Prepare a forwarding letter for the CO's signature within 5 workdays of receipt of a letter of appreciation. Assemble the letter of appreciation package, distribute the package to the recipient's Competency, and properly file copies of all letters within 1 workday of completion, making note of when package was distributed.

Using reports provided by Position Management, Code 7.x, research personnel records to determine the retiring employee's length of service. Produce and route a retirement "Thank-you" letter and certificate, using the command's standard format, for the CO's signature. Ensure retirement letter and certificate are completed prior to employee's retirement date unless given less than 5 workdays notice. If not given 5 workdays notice, ensure letter and certificate are completed prior to due date in time to meet due date. Unless the recipient requests a CO's retirement ceremony, distribute the package to the recipient's Competency and properly file copies of all letters within 1 workday of completion. Coordinate a retirement ceremony consistent with the employee's and CO's schedule if the employee asks for a CO's presentation of the retirement award. Arrange prior to the ceremony for the FRCSW photographer to take pictures at the ceremony. Arrange visitor clearance and reserve parking for ceremony guests prior to the ceremony. Notify all retirement ceremony attendees of the date and time of the event prior to the event. Ensure that all retirement ceremony items (plaques, certificates, pins) arrive prior to the start of the ceremony. Distribute photos to retiree and guests after the ceremony.

Prepare length of service certificate and assemble the award package (include lapel pin and certificate) ensuring that the employee name and years of service are correct. Ensure that length of service records are updated and retired military personnel records are monitored for award eligibility monthly. Consider the impact of prior military service on length of service calculation in order to confirm the true length of service. Log and distribute the award package to the recipient's Competency prior to the first day of the month that the award is earned, making note of when the award is distributed. In cases of 40 or more years of service, the contractor shall prepare a length of service certificate and forward for the Secretary of the Navy's signature within the month the certificate is earned. Ensure the 40-year and greater certificates have the employee's name and number of years professionally and correctly inscribed on the pre-printed certificate by FRCSW's Graphic Arts shop or Defense Automated Printing Service (DAPS). In cases of the 40-year and greater certificates the contractor shall notify the recipient's Competency prior to presentation date, and arrange for the CO's presentation of the award in the employee's work area or at a CO's award ceremony. Ensure that 40-year and greater certificates and presentations to recipients are scheduled at least quarterly.

Review the reports and calculate the type(s) of Sick Leave Awards within 7 workdays of receipt of the report. Provide an accurate list of plaque recipient names and eligibility dates to an engraver, compare the engraved names and dates with the original list of recipients to ensure accuracy and completeness, and neatly affix the engraved name and date plates to the proper type of Sick Leave is Money (SLIM) plaque in a presentable fashion within 10 workdays of receipt of plates. Professionally print properly spelled names on appropriate pre-printed certificates and package appropriate SLIM lapel pins within 5 workdays of determination of eligibility. Contact each recipient's organization to arrange pick up of the plaque(s) and/or certificate and pin packages, making note of who and when contacted, within 1 workday of completion. Update SLIM award records prior to award distribution. Submit monthly report to TOM for all letters of appreciation, retirement, length of service awards and sick leave awards.

3.7.4 Calls For Nomination (CFN). The contractor shall maintain a list of nomination timeframes for all CFN letters. Log CFN letters within 1 workday of receipt and distribute the CFN to applicable FRCSW Competencies within 5 workdays of receipt. Review all nomination submittals for accuracy and that they addressed criteria contained in the CFN instructions within 5 workdays of receipt. If due date is less than 5 workdays, complete prior to due date in time to meet due date. Prepare a cover letter for CO's signature in cases where a cover letter is required. Ensure that final nomination packages are forwarded to proper addresses prior to nomination due date. Monitor the status of all outstanding nomination packages monthly through final determination of a winner of the award, confirming final receipt of award. When an FRCSW employee wins an award prepare a cover letter for the CO's signature as required within 5 workdays of receipt of award. Forward the award letter(s) and plaque or other award item to the employee's

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Competency, noting who and when package was sent within 1 workday of receipt of signed CO's letter. Arrange for photographer to take pictures for any honorary award ceremonies. Request, verify and distribute engraving, as necessary, by requester's due date. Maintain a history of awards solicited and received, noting dates of actions taken. Submit monthly report to TOM on all CFN activity.

3.7.5 Awards Material. The contractor shall perform all inventories and receiving functions for award materials and supplies. When required, submit list of required supplies/material to the TOM for purchase. Accurately track expenditures of awards materials and report expenditures and balance quarterly and upon request. Ensure that all supplies are available and that stock is adequate to meet requirements. Ensure that no distribution or presentations are delayed due to lack of proper award materials or supplies. Submit monthly report to the TOM on all awards material activity.

3.8 TRANSPORTATION INCENTIVE PROGRAM (TIP). The contractor shall collect and forward applications to the station Ride Share Coordinator. Build and maintain a paper copy of enrollee's applications. Notify enrollees concerning voucher distribution and other pertinent information through "All Hands" emails or Stand Up meetings within 15 workdays of receipt of notification from the Ride Share Coordinator. Distribute vouchers not processed through the normal distribution points, returning remaining vouchers to the station Ride Share Coordinator after 10 workdays. Advertise the TIP to FRCSW employees on a quarterly basis. Notify the station Ride Share Coordinator when enrollees separate from the FRCSW. Generate quarterly email to all vanpool drivers requesting names of riders in their vanpool. Validate vanpool driver/rider list against TIP participant list, reporting any discrepancies to station Ride Share Coordinator. Report to Rideshare Coordinator any TIP participant that has been on official Government travel in excess of 10 workdays or more in any 1 month. Submit monthly report to the TOM on all TIP activity.

3.9 INQUIRIES, TROUBLESHOOTING AND REPORTING.

3.9.1 Inquiries and Troubleshooting. The contractor shall respond to all inquiries and requests for assistance related to all PWS requirements within 4 hours of inquiry. Submit monthly report to the TOM for all inquiries and troubleshooting related to the previous month of performance.

3.9.2 Reporting. The contractor shall prepare monthly metrics, reports and briefs, accurately reporting all the previous month's performance related to all PWS requirements and provide them to the TOM on a monthly basis as well as participate in the presentation of the data when required.

3.9.3 Desk Procedures. The contractor shall develop and maintain desk procedures and standard operating procedures in conjunction with the TOM in accordance with the Applicable Documents, Paragraph 2.0, for all requirements in order to maintain uniform performance and procedures throughout the course of the task order.

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SECTION D PACKAGING AND MARKING

Packaging and Marking shall be in accordance with Section D of the Seaport-e Multiple Award Basic Contract

5252.247-9507 PACKAGING AND MARKING OF REPORTS (NAVAIR) (OCT 2005)

(a) All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation, if any, shall be prepared for shipment in accordance with the National Industry Security Program Operating Manual, DoD 5220.22-M.

(b) The contractor shall prominently display on the cover of each report the following information:

- (1) Name and business address of contractor.
- (2) Contract Number/Delivery/Task order number.
- (3) Contract/Delivery/Task order dollar amount.
- (4) Whether the contract was competitively or non-competitively awarded.
- (5) Name of sponsoring individual.
- (6) Name and address of requiring activity.

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

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SECTION E INSPECTION AND ACCEPTANCE

5252.246-9512 INSPECTION AND ACCEPTANCE (NAVAIR) (OCT 2005)

(a) Inspection and acceptance of the supplies or services to be furnished hereunder shall be performed by the Task Order Manager or his duly authorized representative.

(b) Acceptance of all Contract Line Items/Subcontract Line Items (CLINs/SLINs) shall be made by signature of the accepting authority on a DD Form 250 submitted through the WAWF system. Acceptance will only occur when the accepting authority is sure that inspections performed demonstrate compliance with contract requirements.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

5001	8/15/2010 - 8/14/2011
5011	8/15/2010 - 8/14/2011

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

5002	8/15/2011 - 8/14/2012
5003	8/15/2012 - 8/14/2013
5004	8/15/2013 - 8/14/2014
5012	8/15/2011 - 8/14/2012
5013	8/15/2012 - 8/14/2013
5014	8/15/2013 - 8/14/2014
8001	8/15/2014 - 8/14/2015
8011	8/15/2014 - 8/14/2015

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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SECTION G CONTRACT ADMINISTRATION DATA

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

5252.232-9513 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (MAR 2008)

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

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

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

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for the size of files per invoice is 5 megabytes.

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

WAWF Invoice Type:	-- Select Combo for Fixed Price Supplies and Services. (Separate Invoices and Receiving Reports may also be used.) -- Select Cost Voucher for all Cost or T&M contracts or CLINs. Questions? Call 1-800-559-WAWF (9293).
Issuing Office DODAAC	N68936
Admin Office DODAAC:	N68936
Inspector DODAAC (usually only used when Inspector & Acceptor are different people):	
Ship To DODAAC (for Combo),	
Service Approver DODAAC (Cost Voucher)	
DCAA Office DODAAC (Used on Cost Voucher's only):	
Paying Office DODAAC:	HQ0338

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Final voucher submission will be approved by the ACO.

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

Name	Email	Phone	Role
Melina Baray	melina.baray@navy.mil	619-767-7880	TOM
David Belasco	david.belasco@navy.mil	760-939-1087	CS/PT

Task Order Manager

Name: Melina Baray
Code: 7.8.
Email: melina.baray@navy.mil
Phone: 619-545-0469
Address: North Island
Po. Box 357058
City: San Diego
State: CA, 92040

Defense Contract Audit Agency (DCAA)

Defense Contract Management Activity (DCMA)

TASK ORDER MANAGER (TOM) APPOINTMENT (JUL 2005)

(a) The Task Order Contracting Officer hereby appoints the following individual as the Task Order Manger (TOM) for this task order:

Melina Baray

(b) The TOM is responsible for those specific functions assigned in the Task Order Manager appointment letter.

(c) Only the Task Order Contracting Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Order Contracting Officer in writing. No action shall be taken by the contractor unless the Task Order Contracting Officer, PCO or ACO has issued a formal modification.

5252.242-9511 CONTRACT ADMINISTRATION DATA (NAVAIR)(MAR 2007)

(a) Contract Administration Office.

(1) Contract administration functions (see FAR 42.302 and DFARS 242.302) are assigned to: TBD

See the ADMINISTERED BY Block on the face page of the contract or modification.

(2) Contract administration functions withheld, additional contract administration functions assigned, or special instructions (see FAR 42.202) are: [TBD] or as delineated by Procuring Contracting Officer (PCO) correspondence.

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(b) Inquiries regarding payment should be referred to: MyInvoice at
<http://www.dod.mil/dfas/contractorpay/myinvoice.html>

Accounting Data

SLINID	PR Number	Amount
500101	130014373800002	[REDACTED]
LLA :		
AA 97X4930 NH2C 252 77777 0 050120 2F 000000 A00000500690		
501101	130014373800002	[REDACTED]
LLA :		
AA 97X4930 NH2C 252 77777 0 050120 2F 000000 A00000500690		

BASE Funding 539943.41
Cumulative Funding 539943.41

MOD 01 Funding 0.00
Cumulative Funding 539943.41

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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

NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

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

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

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

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

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment listed in Attachment [N/A]. Task orders issued under the contract will specify to which suppliers and/or equipment subparagraph (f) restrictions apply.

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

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

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

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

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

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

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

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

