

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 22	3. EFFECTIVE DATE 19-Sep-2012	4. REQUISITION/PURCHASE REQ. NO. 1300304073	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 [REDACTED]	CODE N00174	7. ADMINISTERED BY (If other than Item 6) DCMA SURFACE COMMUNICATION AND SUPPORT SYSTEMS PHILADELPHIA 700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427 PHILADELPHIA PA 19111-0427		CODE S3915A

NSWC, INDIAN HEAD DIVISION
4072 North Jackson Road, Suite 132
Indian Head MD 20640-5115
[REDACTED]

DCMA SURFACE COMMUNICATION AND SUPPORT
SYSTEMS PHILADELPHIA
700 ROBBINS AVENUE, BLDG. 4-A, P.O. BOX 11427
PHILADELPHIA PA 19111-0427

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) EHS Technologies Corporation 1221 North Church Street Suite 106 Moorestown NJ 08057-1101	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4309-FG01
	10B. DATED (SEE ITEM 13) 13-Sep-2007
CAGE CODE 1GUU1	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.

<input type="checkbox"/>	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 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)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		BY [REDACTED] 19-Sep-2012 (Signature of Contracting Officer)	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to deobligate funding from SLIN 3200-02 (ODC's) and incrementally fund SLIN 1400-05 (Labor) for this task order.

1. SLIN 3200-02 is hereby decrease by [REDACTED].
2. SLIN 1400-05 is hereby incorporated in this task order for [REDACTED].
3. Any question can be direct to [REDACTED] or email [REDACTED].

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

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
140005	OTHER	[REDACTED]	[REDACTED]	[REDACTED]
320002	TBD	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED].

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	Computer Engineering and Technical Support services to perform ongoing support, maintenance and upgrading of the Laboratory Information Management System (LIMS) in accordance with the Statement of Work. (TBD)	1.0	LO	██████████	██████████	██████████
100001	Incremental funding applied at time of award. (TBD)					
100002	Incremental funding ACRN AB: ██████████ (TBD)					
100003	Incremental funding ACRN AB: ██████████ (TBD)					
100004	Incremental funding ACRN AB: ██████████ (TBD)					
1100	OPTION YEAR 1 - Computer Engineering and Technical Support services to perform ongoing support, maintenance and upgrading of the Laboratory Information Management System (LIMS) in accordance with the Statement of Work. (TBD)	1.0	LO	██████████	██████████	██████████
110001	Incremental					

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funding ACRN AC:
 [REDACTED] (TBD)

110002 Incremental
 funding ACRN AE:
 [REDACTED] (TBD)

110003 Incremental
 funding ACRN AE:
 [REDACTED] (TBD)

110004 Incremental
 funding ACRN AE:
 [REDACTED] (TBD)

1200 OPTION YEAR II - 1.0 LO [REDACTED] [REDACTED] [REDACTED]

Computer
 Engineering and
 Technical Support
 services to
 perform ongoing
 support,
 maintenance and
 upgrading of the
 Laboratory
 Information
 Management System
 (LIMS) in
 accordance with
 the Statement of
 Work. (TBD)

120001 Incremental
 Funding Labor
 (TBD)

120002 Incremental
 Funding Labor
 (TBD)

120003 Incremental
 Funding Labor
 (TBD)

120004 Incremental
 Funding Labor
 (TBD)

120005 Incremental
 Funding Labor
 (TBD)

120006 Incremental
 Funding Labor
 (TBD)

120007 Incremental
 Funding Labor
 (TBD)

120008 Incremental
 Funding Labor
 (TBD)

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120009 Incremental
Funding Labor
(TBD)

120010 Incremental
Funding Labor
(TBD)

120011 Incremental
Funding Labor
(TBD)

1300 OPTION YEAR III - 1.0 LO [REDACTED] [REDACTED] [REDACTED]

Computer
Engineering and
Technical Support
services to
perform ongoing
support,
maintenance and
upgrading of the
Laboratory
Information
Management System
(LIMS) in
accordance with
the Statement of
Work. (TBD)

130001 Incremental
Funding Labor
(TBD)

130002 Incremental
Funding Labor
(TBD)

1400 OPTION YEAR IV - 1.0 LO [REDACTED] [REDACTED] [REDACTED]

Computer
Engineering and
Technical Support
services to
perform ongoing
support,
maintenance and
upgrading of the
Laboratory
Information
Management System
(LIMS) in
accordance with
the Statement of
Work. (TBD)

140001 Incremental
Funding (TBD)

140002 Incremental
Funding (TBD)

140003 Incremental

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Funding (OTHER)

140004 Incremental
Funding (OTHER)

140005 Incremental
Funding (OTHER)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000	Travel, materials and supplies (Combined Total NTE [REDACTED] - increased from [REDACTED] by [REDACTED]) (TBD)	1.0	LO	[REDACTED]
300001	Incremental Funding provided at time of award. (TBD)			
300002	Incremental funding ACRn AB: [REDACTED]. (TBD)			
3100	OPTION YEAR 1 - Travel, materials and supplies (TBD)	1.0	LO	[REDACTED]
310001	Incremental Funding ACRN AC: [REDACTED] (TBD)			
310002	Incremental Funding ACRN AD: [REDACTED] (TBD)			
310003	Incremental Funding ACRN AE: [REDACTED] (TBD)			
310004	Incremental Funding ACRN AE: [REDACTED] (TBD)			
310005	Incremental Funding ACRN AE: [REDACTED] (TBD)			
3200	OPTION YEAR II - Travel, materials and supplies (Combined Total NTE [REDACTED]) (TBD)	1.0	LO	[REDACTED]

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320001 Incremental
Funding ODC's
(TBD)

320002 Incremental
Funding ODC's
(TBD)

3300 OPTION YEAR III - 1.0 LO [REDACTED]

Travel, materials
and supplies
(TBD)

3400 OPTION YEAR IV - 1.0 LO [REDACTED]

Travel, materials
and supplies
(TBD)

TASK ORDER MANAGER (TOM)

(a) The Task Order Manager for this task order is:

[REDACTED]

(b) The Alternate TOM for this contract is:

Name: Mailing Address: Code: Telephone No.:

(c) The TOM 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 TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the TOM named above is absent due to leave, illness or official business, all responsibility and functions assigned to the TOM will be the responsibility of the alternate TOM.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 GENERAL

1.1 Introduction

Naval Surface Warfare Center, Indian Head Division (NSWC/IHD) utilizes a commercial Laboratory Information Management System (SQL *LIMS™ supplied by Applied BioSystems), as well as other data collection and processing systems. NSWC/IHD has determined that the LIMS and explosive inventory function require ongoing support, maintenance and upgrading.

1.2 Background (For Informational Purposes Only)

NSWC/IHD conducts chemical and physical tests within the Test & Evaluation and Research & Technology departments. These facilities provide all of NAVSEA with the chemical and physical analysis of propellant, explosive and pyrotechnic materials. They perform gun propellant stability testing, forensic amylases and malfunction investigations, synthesis, characterization, and qualification of new energetics and materials. These departments also perform environmental analyses of gas, soil, and explosives. The high volume of activity generates a large volume of data. LIMS is the system by which the data is managed.

1.3 Scope

The contractor shall provide computer engineering and technical support services in support of the maintenance and upgrading of the LIMS. Such support shall include managing and evaluating data electronically, enhancing laboratory efficiency, enhancing the explosive inventory tracking function, and creating a framework for ISO 9000 certification. This will be a Cost Plus Fixed Fee (CPFF) task order with a base and four option years.

The contractor shall advise and assist the Government, but shall not make final decisions on behalf of the Government nor perform any inherently Governmental functions. The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these task order services.

2.0 APPLICABLE DOCUMENTS

Unless otherwise specified, the following documents listed form a part of the Statement of Work and are to be used for *general guidelines only*.

DI-MGMT-80227 Contractor's Progress, Status and Management Report

DI-MISC-80508A Technical Reports – Study/Services

DI-MISC-80711 Scientific and Technical Report

DI-ADMN-81250 Conference Minutes

3.0 REQUIREMENTS

The contractor shall provide computer engineering and technical support services, including personnel, material, and services, to perform, accomplish, and complete the tasks described herein. The following task statements are examples of the types of services that will be required under this task order.

3.1 SQL *LIMS™ Support

3.1.1 The contractor shall develop, implement and maintain applications for SQL*LIMS™. The technical support shall include system function requirements such as sample life cycles, sample status, sample logins, result entries, test and sample approvals, modification of test dispositions, and report development. The contractor shall possess experience with laboratory operations and regulatory requirements, as well as experience in implementing explosives inventory control systems, in order to better understand the necessary application requirements. The contractor shall possess expert knowledge of Windows and SQL*LIMS™ programming. The contractor shall possess expert SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting background.

3.1.2 The contractor shall develop, implement and maintain reports for SQL*LIMS™. The contractor shall possess experience with laboratory operations and regulatory requirements, as well as experience in implementing explosives inventory control systems, in order to better understand the necessary report requirements. The contractor shall possess expert knowledge of Windows and SQL*LIMS programming. The contractor shall possess expert SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting background.

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3.1.3 The contractor shall create custom applications using NSWCI/IHD provided tools, such as SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting. These custom applications shall enhance NSWCI/IHD's ability to manage and evaluate data electronically, as well as, improve laboratory efficiency.

3.1.4 The contractor shall support the coordination and implementation of the developed applications and reports with the existing LIMS™ system. The implementation of developed applications shall enhance NSWCI/IHD's ability to manage and evaluate data electronically, as well as, improve laboratory efficiency.

3.1.5 The contractor shall develop, maintain and update documents related to the implementation of applications and reports. These documents shall enhance NSWCI/IHD's ability to manage and evaluate data electronically, as well as, improve laboratory efficiency.

3.1.6 The contractor shall enhance the explosive inventory tracking function by utilizing their expert knowledge of Windows and SQL*LIMS™ programming. The contractor shall possess expert SQL, Java, Visual Basic, Oracle Reports, and Crystal Reporting background.

3.2 Electronic Business Analysis Support

3.2.1 The contractor shall provide business analysis support to NSWCI/IHD in assessing the current state and desired future state of electronic applications and reports in relation to the LIMS™. This shall include technical and budgetary information in relation to the maintenance of the existing system, upgrade of the existing system, and integration of new hardware and software to the existing system.

3.2.2 The contractor shall collect and translate business requirements into a set of system requirements to create functional documents and code.

3.2.3 The contractor shall procure system components and hardware as required in support of this tasking. This support shall be ancillary to the total labor.

3.3 Quality Control Support

3.3.1 The contractor shall provide quality control support of applications and reports. This shall include the testing of any existing system components for regular maintenance purposes, testing of new system components for functionality, and the testing of integrated system components for functionality.

3.4 Electronic System Troubleshooting Support

The contractor shall provide on-site and remote location system troubleshooting support. The contractor shall be required to troubleshoot issues and implement solutions, accordingly. The contractor shall be required to have a response time to troubleshooting questions of no more than 5 hours, for both telephone and on-site response support.

3.5 Framework Development for ISO 9000 Certification

The contractor shall provide computer and technical support in the planning and framework development for NSWCI/IHD's mission to become ISO 9000 certified. The ISO 9000 family of international standards are designed to be used for establishing and maintaining a company's quality management system. In order to carry out this task, the contractor must be familiar with the ISO 9000 family of standards and assist NSWCI/IHD to ensure that the LIMS application supports and enhances this mission to its fullest ability. Such a task could consist of further development of the NSWCI/IHD's quality management system based on the relevant standards, clearly defining and documenting those standards for the laboratory, identifying gaps between the NSWCI/IHD's current quality management system and what is required for certification; plus, providing assistance with the registration process as it applies to LIMS.

3.6 LIMS Development for Various Laboratory Certifications

In addition to ISO 9000 certification for a general system of quality control management, the Test and Evaluation Department Laboratory will require development of the LIMS to qualify the laboratory for other certification programs such as the American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), or the American Society of Crime Laboratory Directors/Lab Accreditation Board.

3.7 Develop a LIMS Customer Interface

The contractor will enhance the utility of the LIMS for customers by developing a web based interface that will allow customers to notify the laboratory of pending sample shipments thus allowing the lab management to

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schedule samples for analysis depending on the workloads of the analysts and technicians. Customers will also be able to track the progress of their sample analyses by viewing results, lab notebook pages, notes, background material, etc., on the NSWC/IHD intranet. Lab analysts and technicians will be able to resolve any problems with sample quantities, results from delivery requirements, sampling information, test protocols, etc., before a sample arrives at the lab.

3.8 Develop an Electronic Archival System for Customer Program Documents

The contractor will standardize the recordkeeping process at the NSWC/IHD by assisting in the development of a system to electronically store customer program documents such as military specifications, drawings, blueprints, correspondence, notebooks, shop travelers, mix sheets, etc., into an archive that is easily searched and cataloged.

3.9 Develop Modern Methods for Sample Receipt, Movement, and Inventory Control

The contractor will integrate modern methods of material handling such as bar code readers and labelers, Radio Frequency Identification Device (RFID) readers, automated rack storage, etc., to improve sample handling processes and reduce errors and lost time associated with manual data entry and repetitive sample container manipulation.

4.0 DELIVERABLES

All deliverable documentation as specified herein shall be inspected and approved by the Technical Point of Contact (TPOC) and the Task Order Manager (TOM):

Technical Point of Contact (TPOC) and Task Order Manager (TOM):

[REDACTED]

4.1 The contractor shall submit monthly status reports, which are due on the 15th of each month and these reports shall include the following elements:

- *Contractor's name and address
- *Task order number and SubCLIN number
- *Date of report
- *Period covered by report
- *Man-hours expended by discipline for the reporting period, and cumulatively during the technical instruction
- *Cost curves portraying actual/projected conditions through the technical instruction
- *Cost incurred for the reporting period and total task order expenditures as of report date
- *Description of progress made during period reported, including problem areas encountered, recommendations, if any for subsequent solution beyond the scope of this technical instruction
- *Trips and significant results
- *Plans for activities during the following period

4.2 *Scientific and Technical Report*, on an as required basis.

4.3 *Technical Report-Studies/Services*, on an as required basis.

4.4 *Conference Minutes*, on an as required basis.

4.5 Disclaimer Statement

All reports resulting from this task order shall contain the following disclaimer statement on the cover of such reports:

"The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DOD) position, policy, or decision, unless so designated by other official documentation."

5.0 GOVERNMENT FURNISHED EQUIPMENT AND INFORMATION

The Government will provide the appropriate Government furnished equipment and information as required.

6.0 GOVERNMENT FURNISHED FACILITIES

The contractor will provide off-site facilities for task order performance. However, the government may provide on-site facilities to the contractor as required.

7.0 SECURITY

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All key and on-site personnel associated with this task order must have a DOD Secret Clearance. The contractor shall not have access to information and compartments with a “secret” classification. All deliverables associated with this SOW are “unclassified” unless otherwise specified.

8.0 TRAVEL REQUIREMENTS

The contractor may be required to travel in performance of this task order. Specific travel requirements will be negotiated as required. Costs associated with travel and lodging shall be reimbursed in accordance with the Federal Joint Travel Regulations (JTR).

IHD 17 - PERSONNEL QUALIFICATIONS (MINIMUM NAVSEA/IHD (FEB 2000))

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, education, and other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. A SECRET security clearance is required at the time of task order award. If the contractor does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the contractor's proposal identifying the difference.

(b) If the Contracting Officer or the Task Order Manager (TOM) questions the qualifications or competence of any person performing under the task order, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(c) All employees of the Contractor employed in the performance of work under this task order shall be employees of the Contractor at all times and not employees of the Government and under the control and supervision of the Contractor at all times. The Contractor is responsible for furnishing sufficient personnel, with the proper experience, who meet any standards established herein, and who can be relied upon to perform in strict accordance with all provisions of the contract.

(d) The labor category, title and primary function that personnel in this field are to perform and the minimum education and experience requirements for each labor category are as follows:

(1) Program Manager (Key Personnel)

Candidate must have a Bachelor's degree in management, business, or accounting discipline from an accredited college or university with ten (10) years professional experience. Candidate must be currently performing tasks as described within this solicitation. Candidate must have experience in managing Information Technology (IT) programs. Candidate must possess knowledge of the ISO 9000 family of standards, with an ability to lead a team in successful certification. Candidate must also be familiar with quality programs such as American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), and American Society of Crime Laboratory Directors/Lab Accreditation Board. Candidate must have ability to analyze and prepare documentation and possess the ability to identify and resolve complex problems. Candidate must have a demonstrated capability to organize, direct, and coordinate planning and production of all contract activities. Candidate interfaces with client management including the Contracting Officer and the Task Order Manager (TOM). Candidate recruits personnel necessary to perform assigned tasks. Candidate assigns, schedules, and provides quality assurance of project team deliverable. Candidate ensures conformance to task specifications and contract provisions.

(2) Senior Programmer (Key Personnel)

Candidate must have a Bachelors degree in computer science or equivalent experience, and must have five (5) years experience of programmer application. Candidate must be currently performing tasks as described within this solicitation. Candidate will design, code, test, develop, and document application programs for moderately complex computer systems. Candidate works with users to define system scope and objectives. Candidate performs modifications to and maintenance of operational programs and procedures. Candidate creates computer and procedural forms and documentation. Candidate may function in a task leader or manager. This skill is qualified to operate in advanced technical environments that include SQL, Windows programming, Java, Visual Basic, Oracle Reports, and Crystal Reporting applications. Candidate must have experience with laboratory operations and regulatory requirements, as well as, implementing explosives inventory control systems. Candidate must possess knowledge of the ISO 9000 family of standards. Candidate must also be familiar with quality programs such as American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), and American Society of Crime Laboratory Directors/Lab Accreditation Board.

(3) Programmer

Candidate must have a Bachelors degree in computer science or equivalent experience, and three (3) years experience of programmer application. Candidate must be currently performing tasks as described within this solicitation. Candidate designs, codes, tests, develop, and documents application programs for moderately complex computer systems. Candidate works with users to define system scope and objectives. Candidate

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performs modifications to and maintenance of operational programs and procedures. Candidate creates computer and procedural forms and documentation. This skill is qualified to operate in advanced technical environments that include SQL, Windows programming, Java, Visual Basic, Oracle Reports, and Crystal Reporting applications. Candidate must have experience with laboratory operations and regulatory requirements, as well as, implementing explosives inventory control systems. Candidate must possess knowledge of the ISO 9000 family of standards. Candidate must also be familiar with quality programs such as American Association for Laboratory Accreditation (A2LA), National Environmental Laboratory Accreditation Program (NELAP), and American Society of Crime Laboratory Directors/Lab Accreditation Board.

(4) Senior Technician

Candidate must have 2 years of college courses in a technical concentration and 5 years experience. Candidate must be currently performing tasks as described within this solicitation. Candidate performs non-routine assignments of substantial variety and complexity using precedents. Candidate receives technical advice from supervisor as needed. Candidate performs recurring work independently. Candidate may assist in training entry level technicians. Candidate provides technical support to programmers working in such areas as research, design, development, testing or process improvements. Candidate works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment, or systems. Candidate conducts software installation and system configuration to implement systems in a network environment. Candidate may determine actions to remedy malfunctions. Candidate performs other duties as assigned.

(5) Technician

Candidate must have high school education or equivalent. Candidate must be currently performing tasks as described within this solicitation. Candidate performs routine assignments in areas such as research, design, development testing, or manufacturing process improvement. Receives technical advice from supervisor or engineers as needed. Candidate provides routine technical support to assigned areas as research, design, testing or manufacturing process improvement. Candidate provides hardware support to systems. Candidate works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment or systems. Candidate conducts software installation and system configuration to implement systems in a network environment. Candidate performs other duties as assigned.

(6) Administrative Assistant

Candidate must have high school education or equivalent. Candidate must be currently performing tasks as described within this solicitation. Candidate must have knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. The candidate must have knowledge of business and management principles involved in strategic planning, resource allocation. Candidate must have data entry/processing skills.

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SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice to the TOM:

[REDACTED]

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SECTION E INSPECTION AND ACCEPTANCE

See basic contract clauses.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

CLIN 1000 - 09/13/2007 thru 09/12/2008
CLIN 1100 - 09/13/2008 thru 09/12/2009
CLIN 1200 - 09/13/2009 thru 09/12/2010
CLIN 1300 - 09/13/2010 thru 09/12/2011
CLIN 1400 - 09/13/2010 thru 09/12/2012

CLIN 3000 - 09/13/2007 thru 09/12/2008
CLIN 3100 - 09/13/2008 thru 09/12/2009
CLIN 3200 - 09/13/2009 thru 09/12/2010
CLIN 3300 - 09/13/2010 thru 09/12/2011
CLIN 3400 - 09/13/2010 thru 09/12/2012

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SECTION G CONTRACT ADMINISTRATION DATA

5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

<u>ITEM(S)</u>	<u>ALLOTTED COST</u>	<u>ALLOTTED FEE</u>	<u>ESTIMATED PERFORMANCE PERIOD</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

(c) CLINs/SLINs 1000, 1100, 1200, 1300, 3000, 3100 and 3200 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

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

For informational purposes, below is a funding profile:

Task Order Ceiling	Amount Funded by This Action	Total Dollars Funded To Date	Balance Not Funded
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:



IHD 77 - INVOICE INSTRUCTIONS (NSWCIHD) (MAR 2007)

(a) In accordance with the clause of this contract entitled “ELECTRONIC SUBMISSION OF PAYMENT REQUESTS” (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. Submission of hard copy DD250/invoices may no longer be accepted for payment.

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

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

(d) The following information regarding invoice routing is provided for completion of the invoice in WAWF:

WAWF Invoice Type	Cost Voucher
Issuing Office DODAAC	N00174
Admin DODAAC	S3915A
Inspector DODAAC (if applicable)	N00174
Acceptor DODAAC	N00174
LPO DODAAC (if applicable)	N/A
Pay DODAAC:	HQ0337
DCAA Auditor DODAAC (if applicable)	06341

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

(e) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notifications” and add the email addresses noted below. These additional notifications to the government are necessary to make the acceptor aware that the invoice documents have been submitted into the WAWF system. Without these additional

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SECTION H SPECIAL CONTRACT REQUIREMENTS

IHD 76 - INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) APR 2005

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or a duly appointed representative will be returned to the contractor at their expense with no cost or liability to the U.S. Government.

2. The following days are scheduled holidays for Indian Head Division, Naval Sea Systems Command.

New Year's Day
 Birthday of Martin Luther King, Jr.
 Washington's Birthday
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Veterans Day
 Thanksgiving Day
 Christmas Day

Generally, if the holiday falls on a Saturday, it will be observed the preceding Friday, and if the holiday falls on a Sunday, the observance will be on the following Monday.

For a specific calendar year, the actual date of observance for each of the above holidays may be obtained from the OPM website at OPM.GOV or by using the following direct link: <http://www.opm.gov/fedhol/index.asp>.

3. The hours of operation for the Procurement Department and Receiving Branch are as follows:

<u>AREA</u>	<u>FROM</u>	<u>TO</u>
Procurement Dept. (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M	11:00 A.M
	12:30 P.M.	2:00 P.M.

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If you intend to visit the Procurement Department, please call for an appointment at least 24 hours in advance.

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SECTION I CONTRACT CLAUSES

Reference 52.222-41 Service Contract Act (1965)

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

52.204-2 SECURITY REQUIREMENTS (AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

OPTION TO EXTEND THE TERM OF THE TASK ORDER

(a) The Government may extend the term of this task order by written notice to the Contractor within 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed five (5) years.

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SECTION J LIST OF ATTACHMENTS

Attachment A - DD254

Attachment B - Task Order Administration Plan