

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
	U	1 3

2. AMENDMENT/MODIFICATION NO. 09	3. EFFECTIVE DATE 09-Oct-2013	4. REQUISITION/PURCHASE REQ. NO. M26381-13-RC-00007	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY MARFORRES 2000 Opelousas Ave New Orleans LA 70114-1500 nicholas.deselle@usmc.mil 504-697-8357	CODE M67861	7. ADMINISTERED BY (If other than Item 6) MARFORRES 2000 Opelousas Ave New Orleans LA 70114-1500	CODE M67861

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Innovative Logistics Support ILSS 3701 Canal Street Suite L New Orleans LA 70119-6101	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-07-D-5103-MUC8
	10B. DATED (SEE ITEM 13) 01-Jan-2013
CAGE CODE 3G2M0	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input checked="" type="checkbox"/>	FAR 52.243-1, Alt. 1
<input 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) Nicholas J DeSelle, Contracting Officer
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
(Signature of person authorized to sign)	BY /s/Nicholas J DeSelle (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 13-Nov-2013

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 add travel requests to CLIN series 5400 and 5500. Accordingly, said Task Order is modified as follows:

1. Added travel funding for CLIN 5427 for [REDACTED] Norfolk, VA, in the amount of \$1,726.47.
2. Added travel funding for CLIN 5428 for [REDACTED] Fort Worth, TX, in the amount of \$1,693.85.
3. Added travel funding for CLIN 5429 for [REDACTED] San Diego, CA, in the amount of \$2,041.88.
4. Added travel funding for CLIN 5430 for [REDACTED] Austin, TX, in the amount of \$1,079.80.
5. Added travel funding for CLIN 5431 for [REDACTED] Seattle, WA, in the amount of \$1,213.80.
6. Added travel funding for CLIN 5432 for [REDACTED] Devens, MA, in the amount of \$1,055.80.
7. Added travel funding for CLIN 5433 for [REDACTED] Fort Worth, TX, in the amount of \$1,076.80.
8. Added travel funding for CLIN 5434 for [REDACTED] Seattle, WA, in the amount of \$1,163.80.
9. Added travel funding for CLIN 5502 for [REDACTED] Washington, DC, in the amount of \$2,583.75.

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 \$2,324,989.20 by \$0.00 to \$2,324,989.20.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
5400	O&MN,N	14,882.48	(11,052.20)	3,830.28
5427	O&MN,N	0.00	1,726.47	1,726.47
5428	O&MN,N	0.00	1,693.85	1,693.85
5429	O&MN,N	0.00	2,041.88	2,041.88
5430	O&MN,N	0.00	1,079.80	1,079.80
5431	O&MN,N	0.00	1,213.80	1,213.80
5432	O&MN,N	0.00	1,055.80	1,055.80
5433	O&MN,N	0.00	1,076.80	1,076.80
5434	O&MN,N	0.00	1,163.80	1,163.80
5500	O&MN,N	14,000.00	(2,583.75)	11,416.25
5502	O&MN,N	0.00	2,583.75	2,583.75

The total value of the order is hereby increased from \$2,324,989.20 by \$0.00 to \$2,324,989.20.

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CLIN/SLIN	From (\$)	By (\$)	To (\$)
5400	14,882.48	(11,052.20)	3,830.28
5427	0.00	1,726.47	1,726.47
5428	0.00	1,693.85	1,693.85
5429	0.00	2,041.88	2,041.88
5430	0.00	1,079.80	1,079.80
5431	0.00	1,213.80	1,213.80
5432	0.00	1,055.80	1,055.80
5433	0.00	1,076.80	1,076.80
5434	0.00	1,163.80	1,163.80
5500	14,000.00	(2,583.75)	11,416.25
5502	0.00	2,583.75	2,583.75

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5100	D318	Reserved. (OTHER)	1.0	LO	\$0.00	\$0.00
5101	D318	Webmaster IT Services IAW PWS 5.1.0. (O&MN,N)	██████	LH	██████	██████
5102	D318	Senior Software Engineer IAW PWS 5.2.1. (O&MN,N)	██████	LH	██████	██████
5103	D318	Software Application Developer IAW PWS 5.2.2 (O&MN,N)	██████	LH	██████	██████
5104	D318	Field Project Coordinator (MILCON) IAW PWS 5.3.2 (O&MN,N)	██████	LH	██████	██████
5105	D318	Energy Information Technology (IT) Coordinator IAW PWS 5.3.3 (O&MN,N)	██████	LH	██████	██████
5106	D318	Aviation Project Coordinator IAW PWS 5.3.4 (O&MN,N)	██████	██	██████	██████
5107	D318	Facilities Energy Program Coordinator IAW PWS 5.3.5. (O&MN,N)	██████	██	██████	██████
5108	D318	Senior Network Engineer / IP Telephony IAW PWS 5.4.1.1. (O&MN,N)	██████	██	██████	██████
5109	D318	Network Engineer IAW 5.4.1.1. (O&MN,N)	██████	██	██████	██████
5110	D318	NetApp Engineer	██████	██	██████	██████

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IAW PWS 5.4.1.2.
(O&MN,N)

5111	D318	Server Administrator (VMware Engineer) IAW PWS 5.4.1.3. (O&MN,N)	████████	██	████████	████████████████
5112	D318	SQL Server DBA IAW PWS 5.4.2.1. (O&MN,N)	████████	██	████████	████████████████
5113	D318	SharePoint Administrator IAW 5.4.2.2. (O&MN,N)	████████	██	████████	████████████████
5114	D318	SharePoint 2010 Developer IAW PWS 5.4.2. (O&MN,N)	████████	██	████████	████████████████
5115	D318	Software Developer IAW PWS 5.4.2.3. (O&MN,N)	████████	██	████████	████████████████
5116	D318	IT Infrastructure Project Coordinator IAW PWS 5.4.3. (O&MN,N)	████████	██	████████	████████████████
5117	D318	NetApp Engineer IAW PWS 5.4.1.2. (OTHER)	████████	██	████████	████████████████

5300	D318	CLIN is established for Extended Work Week IAW Section F-7 of the Task Order. Extended Work Week charges shall be limited to the fully burden labor rate listed in CLIN series 51XX for the support services classification provided. Extended Work Week is limited to CLIN series 51XX support services funded with BSS1 funding (G-6), and may	1.0	LO	\$24,158.93	\$24,158.93
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not be utilized
by any other
MARFORRES
customer. See
Section F-7 for
EWW procedures.
(O&MN,N)

5400	D318	Travel for 1A1A (Comptroller, PAO, Facilities). CLIN established to allow for billing of Travel for 1A1A customers. For more see Section H-9. (O&MN,N)	1.0 EA	\$3,830.28	\$3,830.28
5401	D318	Travel: Mr. ██████████ (Facilities). Fort Devens, MA (January 14, 2013 to January 16, 2013). (O&MN,N)	1.0 EA	\$1,176.80	\$1,176.80
5402	D318	Travel: Mr. ██████████ (Facilities). Austin, TX (January 23, 2013 to January 25, 2013). (O&MN,N)	1.0 EA	\$1,272.80	\$1,272.80
5403	D318	Travel: Mr. ██████████ (Facilities). Austin, TX (February 20, 2013 to February 22, 2013). (O&MN,N)	1.0 EA	\$1,272.80	\$1,272.80
5404	D318	Travel: Mr. ██████████ (Facilities). Austin, TX (March 20, 2013 to March 22, 2013). (O&MN,N)	1.0 EA	\$1,272.80	\$1,272.80
5405	D318	Travel: Mr. ██████████ (Facilities). Seattle, WA (February 10, 2013 to February	1.0 EA	\$1,744.80	\$1,744.80

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13, 2013).
(O&MN,N)

5406	D318	Travel: Mr. ██████████ (Facilities). Fort Devens, MA (March 17, 2013 to March 19, 2013). (O&MN,N)	1.0 EA	\$1,248.80	\$1,248.80
5407	D318	Travel: Mr. ██████████ (Facilities). Fort Worth, TX (March TBD, 2013 to March TBD, 2013). (O&MN,N)	1.0 EA	\$1,446.80	\$1,446.80
5408	D318	Travel: Mr. ██████████ (Facilities). San Bruno, CA (March 12, 2013 to March 14, 2013). (O&MN,N)	1.0 EA	\$1,185.42	\$1,185.42
5409	D318	Travel: Mr. ██████████ (Facilities). Multiple locations (Edwards AFB, Camp Pendleton, and MCAS Miramar) in Southern California (March 21, 2013 to March 28, 2013). (O&MN,N)	1.0 EA	\$3,412.12	\$3,412.12
5410	D318	Travel: Mr. ██████████ (Facilities). Austin, TX (April 24, 2013 to April 26, 2013). (O&MN,N)	1.0 EA	\$1,247.30	\$1,247.30
5411	D318	Travel: Mr. ██████████ (Facilities). Seattle, WA (June 5, 2013 to June 7, 2013). (O&MN,N)	1.0 EA	\$1,274.80	\$1,274.80
5412	D318	Travel: Mr.	1.0 EA	\$1,247.30	\$1,247.30

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██████████
(Facilities).
Austin, TX (June
19, 2013 to June
21, 2013).
(O&MN,N)

5413 D318 Travel: Mr. 1.0 EA \$1,292.80 \$1,292.80

██████████
(Facilities).
Fort Worth, TX
(May 6, 2013 to
May 10, 2013).
(O&MN,N)

5414 D318 Travel: Mr. 1.0 EA \$1,460.24 \$1,460.24

██████████
(Facilities).
Fort Worth, TX
(May 6, 2013 to
May 10, 2013).
(O&MN,N)

5415 D318 Travel: Mr. 1.0 EA \$1,398.18 \$1,398.18

██████████
(Facilities).
Norfolk, VA (June
17, 2013 to June
20, 2013).
(O&MN,N)

5416 D318 Travel: Mr. 1.0 EA \$1,132.12 \$1,132.12

██████████
(Facilities).
Fort Worth, TX
(July 29, 2013 to
August 1, 2013).
(O&MN,N)

5417 D318 Travel: Mr. 1.0 EA \$1,839.12 \$1,839.12

██████████
(Facilities).
Stewart ANGB,
Lakehurst, NJ
(August TBD, 2013
to August TBD,
2013). (O&MN,N)

5418 D318 Travel: Mr. 1.0 EA \$1,831.12 \$1,831.12

██████████
(Facilities).
Camp Pendleton,
CA (TBD, 2013 to
TBD, 2013).
(O&MN,N)

5419 D318 Travel: Mr. 1.0 EA \$987.80 \$987.80

██████████

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(Facilities).
Lakehurst, NJ
(July 16, 2013 to
July 18, 2013).
(O&MN,N)

5420 D318 Travel: Mr. 1.0 EA \$916.80 \$916.80

[REDACTED]
(Facilities).
Austin, TX (July
24, 2013 to July
26, 2013).
(O&MN,N)

5421 D318 Travel: Mr. 1.0 EA \$1,141.80 \$1,141.80

[REDACTED]
(Facilities).
Seattle, WA
(August 6, 2013
to August 8,
2013). (O&MN,N)

5422 D318 Travel: Mr. 1.0 EA \$1,150.80 \$1,150.80

[REDACTED]
(Facilities). Dam
Neck, VA (August
13, 2013 to
August 15, 2013).
(O&MN,N)

5423 D318 Travel: Mr. 1.0 EA \$1,095.80 \$1,095.80

[REDACTED]
(Facilities).
Austin, TX (August
21, 2013 to
August 23, 2013).
(O&MN,N)

5424 D318 Travel: Mr. 1.0 EA \$1,041.80 \$1,041.80

[REDACTED]
(Facilities).
Seattle,
WA (September 10,
2013 to September
12, 2013).
(O&MN,N)

5425 D318 Travel: Mr. 1.0 EA \$839.80 \$839.80

[REDACTED]
Boston,
MA (September 18,
2013 to September
20, 2013).
(O&MN,N)

5426 D318 Travel: Mr. 1.0 EA \$1,186.80 \$1,186.80

[REDACTED]

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(Facilities).
Austin,
TX(September 25,
2013 to September
28, 2013).
(O&MN,N)

5427	D318	Travel: Mr. ██████████ ██████████ Norfolk, VA (Oct TBD, 2013 to Oct TBD, 2013). (O&MN,N)	1.0	EA	\$1,726.47	\$1,726.47
5428	D318	Travel: Mr. ██████████ ██████████ Fort Worth, TX (Nov TBD, 2013 to Nov TBD, 2013). (O&MN,N)	1.0	EA	\$1,693.85	\$1,693.85
5429	D318	Travel: Mr. ██████████ ██████████ . San Diego, CA (Dec TBD, 2013 to Dec TBD, 2013). (O&MN,N)	1.0	EA	\$2,041.88	\$2,041.88
5430	D318	Travel: Mr. ██████████ ██████████ . Austin, TX (October 21, 2013 to October 23, 2013). (O&MN,N)	1.0	EA	\$1,079.80	\$1,079.80
5431	D318	Travel: Mr. ██████████ ██████████ . Seattle, WA (November 5, 2013 to November 7, 2013). (O&MN,N)	1.0	EA	\$1,213.80	\$1,213.80
5432	D318	Travel: Mr. ██████████ ██████████ Devens, MA (Oct TBD, 2013 to Oct TBD, 2013). (O&MN,N)	1.0	EA	\$1,055.80	\$1,055.80
5433	D318	Travel: Mr. ██████████ ██████████ .	1.0	EA	\$1,076.80	\$1,076.80

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Fort Worth, TX
(Oct TBD, 2013 to
Oct TBD, 2013).
(O&MN,N)

5434	D318	Travel: Mr. [REDACTED] [REDACTED]. Seattle, WA (December 10, 2013 to December 12, 2013). (O&MN,N)	1.0	EA	\$1,163.80	\$1,163.80
5435	D318	Reserved. (O&MN,N)	1.0	EA	\$0.00	\$0.00
5500	D318	Travel for BSS1 (G-6). CLIN established to allow for billing of Travel for BSS1 customer. For more see Section H-9. (O&MN,N)	1.0	LO	\$11,416.25	\$11,416.25
5501	D318	Travel: [REDACTED] [REDACTED] [REDACTED] [REDACTED] New Orleans, LA (April 25, 2013 to May 3, 2013). (O&MN,N)	1.0	EA	\$2,575.91	\$2,575.91
5502	D318	Travel: [REDACTED] [REDACTED] Washington DC (October 28, 2013 to October 31, 2013). (O&MN,N)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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6100	D318	Reserved (OTHER)	1.0	LO	\$0.00
6200	D318	Reserved. (OTHER)	1.0	LO	\$0.00

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Please see Attachment 1 for the Performance Work Statement.

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SECTION D PACKAGING AND MARKING

D-1 MARKING OF REPORTS

All reports delivered to the Government under this Task Order shall prominently identify the following information:

- (1) Name and business address of the Contractor
- (2) Contract Number
- (3) Task Order Number
- (4) Name of Requiring Activity
- (5) Contracting Officer's Representative (as identified in Section G for each requiring activity)

D-2 ELECTRONIC SUBMISSION OF REPORTS

Electronic submission of reports is preferred.

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SECTION E INSPECTION AND ACCEPTANCE

E-1 INSPECTION AND ACCEPTANCE--DESTINATION

Inspection and Acceptance of services will take place at Marine Forces Reserve (MARFORRES) Headquarters, Marine Corps Support Facility, 2000 Opelousas Avenue, New Orleans, LA, 70146.

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SECTION F DELIVERABLES OR PERFORMANCE

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

5100	1/1/2013 - 12/31/2013
5101	1/1/2013 - 12/31/2013
5102	1/1/2013 - 12/31/2013
5103	1/1/2013 - 12/31/2013
5104	1/1/2013 - 12/31/2013
5105	1/1/2013 - 12/31/2013
5106	1/1/2013 - 12/31/2013
5107	1/1/2013 - 12/31/2013
5108	1/1/2013 - 12/31/2013
5109	1/1/2013 - 12/31/2013
5110	1/1/2013 - 12/31/2013
5111	1/1/2013 - 12/31/2013
5112	1/1/2013 - 12/31/2013
5113	1/1/2013 - 12/31/2013
5114	1/1/2013 - 12/31/2013
5115	1/1/2013 - 12/31/2013
5116	1/1/2013 - 12/31/2013
5117	1/1/2013 - 12/31/2013
5300	1/1/2013 - 12/31/2013
5400	1/1/2013 - 12/31/2013
5401	1/1/2013 - 12/31/2013
5402	1/1/2013 - 12/31/2013
5403	1/1/2013 - 12/31/2013
5404	1/1/2013 - 12/31/2013
5405	1/1/2013 - 12/31/2013
5406	1/1/2013 - 12/31/2013
5407	1/1/2013 - 12/31/2013
5408	1/1/2013 - 12/31/2013
5409	1/1/2013 - 12/31/2013
5410	1/1/2013 - 12/31/2013
5411	1/1/2013 - 12/31/2013
5412	1/1/2013 - 12/31/2013
5413	1/1/2013 - 12/31/2013
5414	1/1/2013 - 12/31/2013
5415	1/1/2013 - 12/31/2013
5416	1/1/2013 - 12/31/2013
5417	1/1/2013 - 12/31/2013
5418	1/1/2013 - 12/31/2013
5419	1/1/2013 - 12/31/2013
5420	1/1/2013 - 12/31/2013
5421	1/1/2013 - 12/31/2013

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5422	1/1/2013 - 12/31/2013
5423	1/1/2013 - 12/31/2013
5424	1/1/2013 - 12/31/2013
5425	1/1/2013 - 12/31/2013
5426	1/1/2013 - 12/31/2013
5427	1/1/2013 - 12/31/2014
5428	1/1/2013 - 12/31/2013
5429	1/1/2013 - 12/31/2013
5430	1/1/2013 - 12/31/2013
5431	1/1/2013 - 12/31/2013
5432	1/1/2013 - 12/31/2013
5433	1/1/2013 - 12/31/2013
5434	1/1/2013 - 12/31/2014
5435	1/1/2013 - 12/31/2013
5500	1/1/2013 - 12/31/2013
5501	1/1/2013 - 12/31/2013
5502	1/1/2013 - 12/31/2013
6100	1/1/2013 - 12/31/2013
6200	1/1/2013 - 12/31/2013

F-1 PERIOD OF PERFORMANCE

The period of performance for this task order is 1 JAN 2013 through 31 DEC 2013.

F-2 PLACE OF PERFORMANCE

The primary place of performance is Marine Forces Reserve (MARFORRES) Headquarters, Marine Corps Support Facility, 2000 Opelousas Avenue, New Orleans, LA, 70146.

F-3 ALTERNATE PLACE OF PERFORMANCE

(a) The MARFORRES Contracting Officer may waive para F-2 at no cost to the government or may provide direction for alternate place of performance. Relocation costs in these instances shall be borne by MARFORRES.

(b) If Commander MARFORRES mandates evacuation of MARFORRES from New Orleans, the Contracting Officer, RCO, shall identify those billets that must evacuate to the COOP site to the prime contractor and identify alternate place of performance and hours of operation.

(c) Reserved.

F-4 WORK DAYS/HOURS

(a) The normal working days are Monday through Friday for eight hours between 0630 and 1730 local time not including time taken for breaks.

(b) After hours support may be required in order to support regular and emergency maintenance periods, the contractor shall support after hours requirements. In those instances, the government will work with the contractor in altering the work schedule so as to not exceed the pay period total hours when possible

F-5 CONTINGENCY OPERATIONS

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The contractor may be required to travel to an alternate site to support contingency operations. Such travel will be at Government expense.

F-6 GOVERNMENT HOLIDAYS

(a) The following Government holidays are normally observed by Government personnel: New Years Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation.

(b) If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

(c) If the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

(d) Contractual delivery due dates which fall on a Monday Federal Holiday shall be due the preceding Friday. Due dates which fall on a Friday designated as a Federal Holiday shall be due the preceding Thursday

F-7 EXTENDED WORK WEEK (EWW).

(a) EWW is defined as hours worked beyond the standard 40-hour work week. The need for EWW must be determined in advance by the Contracting Officer for the functional area requiring contractor support beyond the standard 40-hour work week. The Contracting Officer's Representative (COR) must submit an EWW Request Form to the Contracting Officer (see Attachment 2).

(b) **All EWW must be authorized in advance by the Contracting Officer.** The Contracting Officer will provide a contract modification to the Contractor upon approval. The Contractor shall not work EWW prior to obtaining an executed contract modification from the MARFORRES Contracting Officer.

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SECTION G CONTRACT ADMINISTRATION DATA

G-1 POINTS OF CONTACT FOR THIS TASK ORDER ARE AS FOLLOWS:

a. Contract Specialist

Ms. Tammy DeMille tammy.demille@usmc.mil
(504) 697-8344

b. Contracting Officer/Director, RCO

Mr. Arthur Rego arthur.j.rego@usmc.mil

c. Deputy Director, MARFORRES RCO

Mr. Nicholas J. DeSelle nicholas.deselle@usmc.mil

d. Contracting Officer's Representative

(PAO) Major Kate Vanden Bossche kate.vandenbossche1@usmc.mil

(Comptroller) Mr. Raymond Thombs raymond.thombs@usmc.mil

(Facilities) Maj Casey Harmon casey.s.harmon@usmc.mil

(G-6) Primary - Rosalind Brooks, rosalind.brooks@usmc.mil

Alternate - Patrick Metcalf, patrick.metcalf@usmc.mil

G-2 Wide Area WorkFlow Payment Instructions (DFARS 252.232-7006) (JUN 2012)

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

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

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

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

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

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

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

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

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

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

(1) *Document type.* The Contractor shall use the following document type(s): 2-in-1.

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

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

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0339
Issue By DoDAAC	M67861
Admin DoDAAC	S4402A
Inspect By DoDAAC	Not applicable
Ship To Code	M26381
Ship From Code	3G2M0
Mark For Code	Not applicable
Service Approver (DoDAAC)	Not applicable
Service Acceptor (DoDAAC)	M26381
Accept at Other DoDAAC	Not applicable
LPO DoDAAC	Not applicable
DCAA Auditor DoDAAC	Not applicable
Other DoDAAC(s)	Not applicable

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

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

nicholas.deselle@usmc.mil kate.vandenbossche1@usmc.mil
raymond.thombs@usmc.mil casey.s.harmon@usmc.mil
rosalind.brooks@usmc.mil patrick.metcalfe@usmc.mil

(g) *WAWF point of contact.*

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

Joseph.Corte@usmc.mil ; phone (504)697- 8346

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

Accounting Data

SLINID	PR Number	Amount
██████████	████████████████████	██████████
██████████	████████████████████	██████████
██████████	████████████████████	██████████
██████████	████████████████████	██████████

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

LLA :

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

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

[REDACTED]
[REDACTED]

[REDACTED]

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

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

[REDACTED]
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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-1 CONTRACTOR IDENTIFICATION

(a) All Contractor personnel attending meetings, or making contact with Government or other outside parties by telephone or other electronic means during the performance of this task order shall identify themselves and the company they work for to avoid creating an impression in the minds of members of the public or Congress that they are Government officials.

(b) All Contractor personnel shall be clearly identifiable while on Government property by wearing appropriate badges on the outer clothing, above the waist.

(c) The Contractor shall ensure all documents or reports produced by Contractor personnel are suitably marked as contractor products or that Contractor participation is appropriately disclosed.

H-2 CONTRACTOR BADGING REQUIREMENTS

The Contractor shall ensure all personnel working on this task order maintain a current Common Access Card (CAC).

The Contractor shall request CAC's for new employees and CAC renewals. Requests shall contain Contractor employees' first, last and middle name; Social Security Number; and Date of Birth. Appointment must be made prior to going to CAC office. Contractor is required to provide two (2) forms of identification to CAC office. Upon completion of the contract, or a contract employee's termination the CAC card shall be returned to COR.

H-3 PHOTO IDENTIFICATION BADGES/BASE-ACCESS AUTOMOBILE DECALS

(a) The Contractor shall request base-access automobile decals and photo identification badges by submitting valid requests to the Government Security Office via the functional area Contracting Officer's Representative (COR) identified in Section G.

(b) The Contractor shall provide the Contracting Officer a list of personnel who have obtained base-access automobile decals and photo identification badges from the Government Security Office, and shall resubmit updated lists when any changes take place.

(c) The Contractor assumes full responsibility for the proper use of the identification badge and automobile decal, and shall be responsible for the return of the badge and/or destruction of the automobile decal upon termination of personnel or expiration or completion of the contract.

(d) At the completion of the contract, the Contractor shall forward to the Contracting Office and the Security Office a list of all unreturned badges with a written explanation of any missing badges.

H-4 SAFETY REQUIREMENTS

(a) The Contractor shall maintain safety and health standards consistent with the requirements of OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program and other requirements as set forth in this contract.

(b) If the Contractor fails or refuses to promptly comply with safety requirements, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop work order shall be made the subject of a claim for extension of time or for excess costs or damage to the Contractor.

(c) Accident Reporting. The Contractor shall maintain an accurate record of, and shall report to the functional area COR orally, within one hour, all accidents resulting in death, trauma, occupational disease, property and/or equipment damage caused by Contractor employees. Within two working

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days of any accident, the Contractor shall submit to the functional area COR the Accidental Injury/Death Report (OPNAV 5102/1) and/or the Material (Property) Damage Report (OPNAV 5102/2).

(d) Emergency Medical Care. Only emergency medical care is available in Government facilities to Contractor employees who suffer on-the-job injury or illness.

H-5 SECURITY REQUIREMENTS

(a) Personnel working on this task order may be required to handle information that is covered by the Privacy Act of 1974 (Title 5 of the U.S. Code, Section 552.a). Contractors working directly with Military Personnel Records will be required to sign a Non-disclosure agreement.

(b) Contractor shall complete Privacy Act training as required by each command location security/legal office.

(c) Contract personnel having access to restricted spaces or required to process classified information in the performance of this task order must have Secret access.

(d) Contractor personnel requiring access to restricted spaces, classified information and to Government personnel computers/computer systems accessing military records/Privacy Act data are required to be U.S. Citizens.

(e) Contractor personnel requiring access to classified information and military records/Privacy Act data are designated as IT Level II per DoD Directive 5200.2-R, "Personnel Security Program." Personnel identified as IT Level II require a favorably adjudicated National Agency Check with Local Agency and Credit Check (NACLC) Personnel Security Investigation (PSI). The PSI must be initiated prior to individual reporting for duty on this task order. Contractor personnel who fail to meet the standards for a favorable NACLC once the PSI is completed shall be immediately terminated from their performance under this task order.

(f) Contract personnel having access to military records/Privacy act data that are not classified do not need Secret access; however, contract personnel (users) performing task that involve Privacy Act data must be eligible for a security clearance (eligibility of SECRET) commensurate with the level of access granted per DoD Instruction 8500.2, "Information Assurance (IA) Implementation."

(g) Neither the Contractor, nor any of its employees will disclose, or cause to be disseminated, any information concerning the operations of the activity which could result in, or increase the likelihood of the possibility of a breach of the activity's security or interrupt the continuity of its operations.

(h) Disclosure of information relating to the services hereunder to any person not entitled to receive it, or failure to safeguard any classified information that may come to the Contractor or any person under his control in connection with the work under this contract, may subject the Contractor, his agents or employees to criminal liability under Title 18, Sections 793 and 798 of the United States Code. All inquiries, comments or complaints arising from any matter observed, experienced, or learned as a result, or in connection with, the performance of this task order, the resolution of which may require further study should be reported immediately to the Contracting Officer.

(i) Regulations. All Contractor personnel shall be acquainted with, and obey all Government regulations as posted, promulgated, or as provided by the Contracting Officer or the functional area COR or other personnel delineated in this task order.

(j) Deviations from, or violations of, any of the provisions of this section shall, in addition to all other criminal and civil remedies provided by law, subject the Contractor to immediate termination for default and/or the individuals involved to a withdrawal of the Government's acceptance and approval of employment.

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(k) Within 30 days after award of this task order, the Contractor shall provide an email to the Contracting Officer identifying a Security Officer who will serve as a central point of contact for all security aspects of this task order. The Security Officer shall also assure compliance with (1) the National Industry Security Program Manual (DODINST 5220.22M), (2) other security-related documents referenced herein, and (3) applicable DoD, DoN, USMC, and MARFORRES security-related policies, procedures, instructions and guidelines identified in writing by the MARFORRES Security Officer and incorporated into this task order by amendment to the solicitation or modification to the task order.

(l) **Additional security requirements** - see Section 10 of Performance Work Statement

(m) See Attachment 4, Contract Security Classification Specification (DD Form 254).

H-6 CONTRACTOR EMPLOYEES

(a) The Government will not exercise any supervision or control over the Contractor's employees performing services under this PWS; such employees shall be accountable solely to the Contractor, who, in turn, is responsible to the Government.

(b) The Contractor shall remove from the site any individual whose continued presence in the workplace or on the installation is deemed by the MARFORRES Contracting Officer or MARFORRES Security Officer to be contrary to the public interest or inconsistent with the best interests of National Security.

H-7 INDEPENDENT CONTRACTOR (NON-PERSONNEL SERVICES)

The services rendered by the Contractor shall be rendered in the capacity as an independent non-personal Contractor. The Government may evaluate the quality of both professional and administrative services for purposes of contract inspection and acceptance. The Government retains no direct control over the services rendered. The Contractor shall be solely responsible for any and all liability caused by the acts or omissions of its agents or employees. The Contractor shall not, in any manner, represent or infer that it is an instrumentality or agent of the United States Government. The Contractor shall recognize that the Government maintains administrative and operational responsibility for all activities on all the installations and may take such actions as necessary to preserve and maintain the integrity of the command, subject to the limitations prescribed by law and agency applicable regulations.

H-8 GOVERNMENT-FURNISHED PROPERTY AND SERVICES

(a) OSHA Requirements. Government-furnished facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified. Should a hazard be subsequently identified, the Government will correct the OSHA hazard according to base-wide Government developed and approved plans of abatement, taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that work-around procedures will not be necessary, or that the facilities as furnished shall be adequate to meet the responsibilities of the Contractor. Compliance with OSHA and other laws and regulations for the protection of staff is exclusively the obligation of the Contractor. Further, the Government will assume no liability or responsibility for the Contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections according to approved plans of abatement subject to base-wide priorities. The Contractor shall return the facilities to the Government in the same condition received, fair wear and tear and approved modifications excepted.

(b) Equipment. The Government will furnish equipment, supplies, and information, as applicable to

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the Contractor support required in the functional areas of this task order, at no additional cost to the Contractor. The Government will provide workspace, furnishings, telephone services, computer hardware and software, communications networks, printers, and other peripherals and resources required for contract performance. Upgrades to Government developed software will be made at the discretion of the Government and at no additional cost to the Contractor. Replacement or repair of lost, stolen, damaged, or unusable equipment is the responsibility of the Contractor. The Contractor shall comply with Navy regulations that relate to the use of Government equipment.

H-9 TRAVEL

(a) All Contractor travel required under for performance of this Task Order shall be approved in advance by the Contracting Officer. Contractor travel shall only be considered approved upon receipt of a contract modification funding the requested travel requirement.

(b) The Contractor will not be reimbursed for lodging, transportation or per diem unless the circumstances meet the entitlement requirements identified in the Department of Defense/Joint Travel Regulation (DoD/JTR) Volume 2. Travel will be only be reimbursed in accordance with DoD/JTR limitations regardless of the Contractor's actual expenses (i.e. Contractors will not be reimbursed for first class airfare, per diem rates exceeding the Government's established rates for the area, etc.). Contractor personnel will not be reimbursed for excess travel costs.

(c) Contractor travel shall be requested by submitting a Contractor Travel Request Form (see Attachment 5) to the responsible functional area COR. The functional area COR shall review the submitted request and determine whether the requested travel is necessary to complete contract requirements. If the COR concurs the requested travel is necessary to satisfy contract requirements, they shall endorse Contractor Travel Request Form, and forward to the MARFORRES Contracting Officer for approval and incorporation into the contract through contract modification. All approved Contractor requests shall be approved and incorporated into the contract via contract modification prior to travel. An executed contract modification is the only instrument which authorizes contractor travel.

(d) Whenever possible, the Contractor shall provide forecasted travel requirements on a quarterly basis (i.e. January 1, April 1, July 1, October 1). This will allow for timely execution of required contract modifications. Contractor travel requests may take up to 21 days to process an thus timely submission is necessary to ensure completion of contract requirements.

(e) Contractor personnel shall not travel under the pretense of being Government employees. Any travel rates offered by transportation carriers, negotiated by the Government for "employees or uniformed personnel" (such as the city-pair air fare contracts negotiated by GSA and the rental car rate agreements negotiated by the (Military) Surface Deployment and Distribution Command (SDDC)) for official government business) **DO NOT** apply to Contractors or Contractors' employees.

(f) Contractor personnel may take advantage of commercial car or hotel vendors voluntary discounted rates; contractors' employees or contractors may negotiate rates for their employees with the carrier, hotel, or rental car vendor.

(g) Other than training completed exclusively for MARFORRES, all travel costs for training of Contractor personnel shall be the Contractor's responsibility.

(h) The Contractor shall invoice only for travel funds authorized by contract modification. Executed contract modifications will provide billable Contract Line Items and amounts.

H-10 RELEASE OF PUBLIC INFORMATION

(a) All inquiries, comments, or complaints arising from any matter observed, experienced, or learned

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as a result of, or in connection with the performance of this contract, shall be directed to the Contracting Officer if a response requires the dissemination of official information to the public.

(b) Contractor shall comply with the National Industrial Security Program Operating Manual (NISPOM) (DoD 5220-22-M) and Industrial Security Regulation (DoD 5220.22-R). Disclosure of information relating to performance of this contract to any person not entitled to receive it, or failure to safeguard any classified information that may come to the Contractor or any person under his/her control in connection with work under this contract, may subject the Contractor, its agent and/or employees to criminal penalties under 18 USC 793, and 798.

(c) Neither the Contractor nor any of its employees shall disclose or cause to be disseminated any information covered under the Privacy Act (e.g. home addresses, social security numbers, personal telephone numbers of personnel, selection board information) to which the Contractor may have access. The following specific information is covered by the Privacy Act:

Contractor personnel working at MARCORSPTFAC may work with Reserve Net (RNET) software and hardware capable of storing, processing, or transmitting Personally Identifiable Information (PII). Therefore, any of the contractors that are performing work on or in support of the RNET (or the Software/Hardware that comprises the RNET) are subject to the Privacy Act. To be specific, these positions include:

(Comptroller)

5.2.1 Senior Software Engineer

5.2.2 Software Application Developer

(Facilities)

5.3.3 Senior Energy IT/ IS Coordinator

(G6)

5.4.1.1 Senior Network Engineer

5.4.1.1 Network Engineer

5.4.1.2 NetApp Engineer

5.4.1.3 Server Administrator (VMware Engineer)

5.4.2.1 SQL Server DBA

5.4.2.2 SharePoint Administrator

5.4.2.3 SharePoint 2010 Developer

5.4.2.3 Software Developer

Additionally, the MARFORRES SharePoint administrator may post documents containing releasable information, as governed by the Privacy Act, on behalf of PAO. That releasable information as it pertains to individual Marines is:

Full name:

Pay Entry Base Date:

Rank and date of rank:

Home of record:

Present duty station:

Military Occupational Specialty:

Deployment Dates and Locations:

Personal awards and decorations:

Current duty status:

H-11 Reserved.

H-12 POST AWARD CONFERENCE

Within 15 days of the effective date of this contract, the Contractor and Government shall complete

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a post award conference. The time for this conference will be determined by mutual agreement.

H-13 IN-PROCESS REVIEW (IPR)

(a) The Contractor, the Contracting Officer, and COR from each functional area shall meet to review performance under this contract, to determine on-going status, to identify and resolve problems and/or to provide information to decision-maker(s).

(b) During the first month weekly transition/phase-in meetings will be held.

(c) Thereafter, the Contractor, the Contracting Officer, and COR from each functional area will meet monthly to discuss key process indicators, process deficiencies and problem resolutions. During these meetings, the Contractor's performance and any existing problems will be discussed. A mutual effort will be made to resolve all problems identified.

H-14 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES

(a) Pursuant to Navy policy applicable to both Government and Contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

(1) Routine inspection of Contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a Contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The Contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

(f) The removal of Contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

H-15 CONTRACTOR INITIATED MODIFICATIONS

The Contractor shall communicate in writing to the Contracting Officer if it is determined that a modification to the task order is required.

H-16 GOVERNMENT OBSERVATION OF CONTRACT PERSONNEL

Government safety officials, environmental engineers, fire inspectors, security officers and other agencies will be allowed to conduct surveys, studies and inspections of operations, and facilities at all reasonable times. Other Government personnel, such as management and Inspector General of

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higher headquarters staff are authorized to observe Contractor's operations. However, these personnel will not interfere with Contractor's performance and will refer all comments concerning the Contractor's operation to the Contracting Officer. The Contractor is authorized to request from the Contracting Officer a summary of the findings of any such survey, study, inspection or observation.

H-17 CONTINUITY OF SERVICES

(a) Upon expiration of this contract, the Contractor shall give his/her best effort and cooperation to a successor. The Contractor shall upon written notification by the Contracting Officer, provide phase-in, phase out (PIPO) services for up to thirty (30) days after this contract expires. An equitable adjustment to the contract price shall be negotiated between the Government and Contractor for the additional work.

(b) Within ten (10) days of completion of this contract, a close-out inventory shall be jointly conducted by the Contractor and the Government. The Contractor and the Government shall jointly determine the working order of all equipment. Items not in working order, beyond fair wear and tear, or beyond repair shall be noted. The Contractor shall be liable for loss or damages to Government-furnished equipment beyond fair wear and tear. All repairs or replacement not performed by the Contractor shall be made at the Government's option and at the Contractor's expense

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SECTION I CONTRACT CLAUSES

I-1 CLAUSES INCORPORATED BY REFERENCE:

52.219-6	Notice of Total Small Business Set-Asides	NOV 2011
52.219-8	Utilization of Small Business Concerns	JAN 2011
52.222-41	Service Contract Act	NOV 2007
52.222-44	Fair Labor Standards Act and Service Contract Act – Price Adjustment	SEP 2009
52.224-2	Privacy Act	APR 1984

I-2 OPTION TO EXTEND SERVICES (FAR 52.217-8) (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at least 15 days prior to expiration of the task order.

I-3 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

See Attachment 5 for Wage Determination(s).

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SECTION J LIST OF ATTACHMENTS

Attachment 1: Performance Work Statement

Attachment 2: Extended Work Week Request

Attachment 3: Contractor Security Classification Specification (DD Form 254)

Attachment 4: Contractor Travel Request

Attachment 5: Wage Determination