

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 91					
2. CONTRACT NO. <b>M67854-08-D-0500</b>		3. AWARD/EFFECTIVE DATE <b>18-Jul-2008</b>		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE			
7. FOR SOLICITATION INFORMATION CALL:			a. NAME			b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME			
9. ISSUED BY MARCORSYSCOM ATTN: BIZOPS 2203 SHERWOOD DRIVE QUANTICO VA 22134-6050  TEL: 703-432-4919 FAX: 703-432-3336			CODE <b>M67854</b>		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input checked="" type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$6.5M NAICS: 561110			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		12. DISCOUNT TERMS <b>NET 30 DAYS</b>	
15. DELIVER TO MARCORSYSCOM BEVERLY HOBBS 2200 LESTER STREET QUANTICO VA 22134-6050			CODE <b>M67854</b>		16. ADMINISTERED BY  <b>SEE ITEM 9</b>						
17a. CONTRACTOR/OFFEROR STRATECON CATHERINE Z. REMLEY 1331 PENNSYLVANIA AVENUE, SUITE 505N WASHINGTON DC 20004-1710  TEL. 703-726-0530			CODE <b>1VRR5</b>		18a. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER P.O. BOX 369022 ATTN: KANSAS - M67443 COLUMBUS OH 43236-9022			CODE <b>M67443</b>		FACILITY CODE	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY		22. UNIT	23. UNIT PRICE	24. AMOUNT		
<b>SEE SCHEDULE</b>											
25. ACCOUNTING AND APPROPRIATION DATA							26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>\$8,817,146.00</b>				
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED											
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED											
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.						29. AWARD OF CONTRACT: REFERENCE M67854-08-R-0500 <input checked="" type="checkbox"/> OFFER DATED <u>06-May-2008</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE					
30a. SIGNATURE OF OFFEROR/CONTRACTOR					31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			31c. DATE SIGNED			
								18-Jul-2008			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Beverly L. Hobbs / Lead Contracting Officer TEL: 703-432-4919 EMAIL: beverly.hobbs@usmc.mil						

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p><b>SEE SCHEDULE</b></p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT ( <i>Location</i> )	
		42c. DATE REC'D ( <i>YY/MM/DD</i> )	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		41,600	Labor Hours	\$106.79	\$4,442,464.00 NTE
	Contract Specialist Senior FFP On-Site FOB: Destination				
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NET AMT					\$4,442,464.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		24,960	Labor Hours	\$96.34	\$2,404,646.40 NTE
	Contract Specialist Journeyman FFP On-Site FOB: Destination				
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NET AMT					\$2,404,646.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		6,240	Labor Hours	\$74.19	\$462,945.60 NTE
	Contract Specialist Junior FFP On-Site FOB: Destination				

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NET AMT \$462,945.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		4,160	Labor Hours	\$96.34	\$400,774.40 NTE
	Procurement Analyst Intermediate FFP On-Site FOB: Destination				

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NET AMT \$400,774.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		2,080	Labor Hours	\$74.19	\$154,315.20 NTE
	Procurement Analyst Junior FFP On-Site FOB: Destination				

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NET AMT	\$154,315.20
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006			Labor Hours	\$77.79	\$0.00 NTE
	Database Administrator FFP On-Site FOB: Destination				

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NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Web Developer FFP On-Site FOB: Destination		Labor Hours	\$77.79	\$0.00 NTE
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NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	Program Analyst FFP On-Site FOB: Destination	2,080	Labor Hours	\$96.34	\$200,387.20 NTE
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NET AMT					\$200,387.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	Travel ODC's FFP On-Site FOB: Destination		Each	\$0.00	\$0.00 TBN
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010	Contract Specialist Senior FFP Off-Site FOB: Destination		Labor Hours	\$118.65	\$0.00 NTE
					NET AMT
					\$0.00



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013		2,080	Labor Hours	\$107.05	\$222,664.00 NTE
	Procurement Analyst Intermediate FFP Off-Site FOB: Destination				

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NET AMT \$222,664.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014		2,080	Labor Hours	\$82.43	\$171,454.40 NTE
	Procurement Analyst Junior FFP Off-Site FOB: Destination				

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NET AMT \$171,454.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015	Database Administrator FFP Off-Site FOB: Destination	1,040	Labor Hours	\$86.43	\$89,887.20 NTE

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NET AMT \$89,887.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0016	Web Developer Intermediate FFP Off-Site FOB: Destination	520	Labor Hours	\$86.43	\$44,943.60 NTE

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NET AMT \$44,943.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Program Analyst FFP Off-Site FOB: Destination	2,080	Labor Hours	\$107.05	\$222,664.00 NTE

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NET AMT \$222,664.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018	Travel ODC's FFP Off-Site FOB: Destination		Each	\$0.00	\$0.00 TBN

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NET AMT \$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		41,600	Labor Hours	\$109.99	\$4,575,584.00 NTE
OPTION	Contract Specialist Senior FFP On-Site FOB: Destination				
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NET AMT					\$4,575,584.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		24,960	Labor Hours	\$99.23	\$2,476,780.80 NTE
OPTION	Contract Specialist Journeyman FFP On-Site FOB: Destination				
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NET AMT					\$2,476,780.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		6,240	Labor Hours	\$76.42	\$476,860.80 NTE
OPTION	Contract Specialist Junior FFP On-Site FOB: Destination				
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NET AMT					\$476,860.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		4,160	Labor Hours	\$99.23	\$412,796.80 NTE
OPTION	Procurement Analyst Intermediate FFP On-Site FOB: Destination				
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NET AMT					\$412,796.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		2,080	Labor Hours	\$76.42	\$158,953.60 NTE
OPTION	Procurement Analyst Junior FFP On-Site FOB: Destination				
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NET AMT					\$158,953.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006			Labor Hours	\$80.12	\$0.00 NTE
OPTION	Database Administrator FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007			Labor Hours	\$80.12	\$0.00 NTE
OPTION	Web Developer FFP On-Site FOB: Destination				
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NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008		2,080	Labor Hours	\$99.23	\$206,398.40 NTE
OPTION	Program Analyst FFP On-Site FOB: Destination				
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NET AMT					\$206,398.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009	Travel ODC's		Each	\$0.00	\$0.00 TBN
OPTION	FFP On-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010	Contract Specialist Senior		Labor Hours	\$122.21	\$0.00 NTE
OPTION	FFP Off-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1011			Labor Hours	\$110.26	\$0.00 NTE
OPTION	Contract Specialist Journeyman FFP Off-Site FOB: Destination				
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NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1012			Labor Hours	\$84.90	\$0.00 NTE
OPTION	Contract Specialist Junior FFP Off-Site FOB: Destination				
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NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1013		2,080	Labor Hours	\$110.26	\$229,340.80 NTE
OPTION	Procurement Analyst Intermediate FFP Off-Site FOB: Destination				
					NET AMT
					\$229,340.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1014		2,080	Labor Hours	\$84.90	\$176,592.00 NTE
OPTION	Procurement Analyst Junior FFP Off-Site FOB: Destination				
					NET AMT
					\$176,592.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1015		1,040	Labor Hours	\$89.02	\$92,580.80 NTE
OPTION	Database Administrator FFP Off-Site FOB: Destination				
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NET AMT					\$92,580.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1016		520	Labor Hours	\$89.02	\$46,290.40 NTE
OPTION	Web Developer Intermediate FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$46,290.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1017		2,080	Labor Hours	\$110.26	\$229,340.80 NTE
OPTION	Program Analyst FFP Off-Site FOB: Destination				

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NET AMT	\$229,340.80
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1018			Each	\$0.00	\$0.00 TBN
OPTION	Travel ODC's FFP Off-Site FOB: Destination				

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NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		41,600	Labor Hours	\$113.29	\$4,712,864.00 NTE
OPTION	Contract Specialist Senior FFP On-Site FOB: Destination				
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NET AMT					\$4,712,864.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		24,960	Labor Hours	\$102.21	\$2,551,161.60 NTE
OPTION	Contract Specialist Journeyman FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$2,551,161.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		6,240	Labor Hours	\$78.71	\$491,150.40 NTE
OPTION	Contract Specialist Junior FFP On-Site FOB: Destination				
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NET AMT					\$491,150.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		4,160	Labor Hours	\$102.21	\$425,193.60 NTE
OPTION	Procurement Analyst Intermediate FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$425,193.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		2,080	Labor Hours	\$78.71	\$163,716.80 NTE
OPTION	Procurement Analyst Junior FFP On-Site FOB: Destination				
					NET AMT
					\$163,716.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006			Labor Hours	\$82.53	\$0.00 NTE
OPTION	Database Administrator FFP On-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2007			Labor Hours	\$82.53	\$0.00 NTE
OPTION	Web Developer FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2008		2,080	Labor Hours	\$102.21	\$212,596.80 NTE
OPTION	Program Analyst FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$212,596.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009 OPTION	Travel ODC's FFP On-Site FOB: Destination				\$0.00 TBN
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2010 OPTION	Contract Specialist Senior FFP Off-Site FOB: Destination		Labor Hours	\$125.88	\$0.00 NTE
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NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011			Labor Hours	\$113.57	\$0.00 NTE
OPTION	Contract Specialist Journeyman FFP Off-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2012			Labor Hours	\$87.45	\$0.00 NTE
OPTION	Contract Specialist Junior FFP Off-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2013		2,080	Labor Hours	\$113.57	\$236,225.60 NTE
OPTION	Procurement Analyst Intermediate FFP Off-Site FOB: Destination				
					NET AMT
					\$236,225.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2014		2,080	Labor Hours	\$87.45	\$181,896.00 NTE
OPTION	Procurement Analyst Junior FFP Off-Site FOB: Destination				
					NET AMT
					\$181,896.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2015		1,040	Labor Hours	\$91.69	\$95,357.60 NTE
OPTION	Database Administrator FFP Off-Site FOB: Destination				
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NET AMT					\$95,357.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2016		520	Labor Hours	\$91.69	\$47,678.80 NTE
OPTION	Web Developer Intermediate FFP Off-Site FOB: Destination				
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NET AMT					\$47,678.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2017		2,080	Labor Hours	\$113.57	\$236,225.60 NTE
OPTION	Program Analyst FFP Off-Site FOB: Destination				

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NET AMT	\$236,225.60
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2018			Each	\$0.00	\$0.00 TBN
OPTION	Travel ODC's FFP Off-Site FOB: Destination				

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NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		41,600	Labor Hours	\$116.69	\$4,854,304.00 NTE
OPTION	Contract Specialist Senior FFP On-Site FOB: Destination				
					NET AMT
					\$4,854,304.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		24,960	Labor Hours	\$105.27	\$2,627,539.20 NTE
OPTION	Contract Specialist Journeyman FFP On-Site FOB: Destination				
					NET AMT
					\$2,627,539.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		6,240	Labor Hours	\$81.07	\$505,876.80 NTE
OPTION	Contract Specialist Junior FFP On-Site FOB: Destination				
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NET AMT					\$505,876.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		4,160	Labor Hours	\$105.27	\$437,923.20 NTE
OPTION	Procurement Analyst Intermediate FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$437,923.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		2,080	Labor Hours	\$81.07	\$168,625.60 NTE
OPTION	Procurement Analyst Junior FFP On-Site FOB: Destination				
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NET AMT					\$168,625.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3006			Labor Hours	\$85.00	\$0.00 NTE
OPTION	Database Administrator FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3007			Labor Hours	\$85.00	\$0.00 NTE
OPTION	Web Developer FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3008		2,080	Labor Hours	\$105.27	\$218,961.60 NTE
OPTION	Program Analyst FFP On-Site FOB: Destination				
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NET AMT					\$218,961.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009	Travel ODC's		Each	\$0.00	\$0.00 TBN
OPTION	FFP On-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3010	Contract Specialist Senior		Labor Hours	\$129.65	\$0.00 NTE
OPTION	FFP Off-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
3011			Labor Hours	\$116.98	\$0.00 NTE	
OPTION	Contract Specialist Journeyman FFP Off-Site FOB: Destination					
					NET AMT	\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
3012			Labor Hours	\$90.07	\$0.00 NTE	
OPTION	Contract Specialist Junior FFP Off-Site FOB: Destination					
					NET AMT	\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3013		2,080	Labor Hours	\$116.98	\$243,318.40 NTE
OPTION	Procurement Analyst Intermediate FFP Off-Site FOB: Destination				
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NET AMT					\$243,318.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3014		2,080	Labor Hours	\$90.07	\$187,345.60 NTE
OPTION	Procurement Analyst Junior FFP Off-Site FOB: Destination				
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NET AMT					\$187,345.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3015		1,040	Labor Hours	\$94.44	\$98,217.60 NTE
OPTION	Database Administrator FFP Off-Site FOB: Destination				
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NET AMT					\$98,217.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3016		520	Labor Hours	\$94.44	\$49,108.80 NTE
OPTION	Web Developer Intermediate FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$49,108.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3017		2,080	Labor Hours	\$116.98	\$243,318.40 NTE
OPTION	Program Analyst FFP Off-Site FOB: Destination				
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NET AMT					\$243,318.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3018			Each	\$0.00	\$0.00 TBN
OPTION	Travel ODC's FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		41,600	Labor Hours	\$120.19	\$4,999,904.00 NTE
OPTION	Contract Specialist Senior FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$4,999,904.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		24,960	Labor Hours	\$108.43	\$2,706,412.80 NTE
OPTION	Contract Specialist Journeyman FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$2,706,412.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		6,240	Labor Hours	\$83.50	\$521,040.00 NTE
OPTION	Contract Specialist Junior FFP On-Site FOB: Destination				
					NET AMT
					\$521,040.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		4,160	Labor Hours	\$108.43	\$451,068.80 NTE
OPTION	Procurement Analyst Intermediate FFP On-Site FOB: Destination				
					NET AMT
					\$451,068.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005		2,080	Labor Hours	\$83.50	\$173,680.00 NTE
OPTION	Procurement Analyst Junior FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$173,680.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4006			Labor Hours	\$87.55	\$0.00 NTE
OPTION	Database Administrator FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4007			Labor Hours	\$87.55	\$0.00 NTE
OPTION	Web Developer FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4008		2,080	Labor Hours	\$108.43	\$225,534.40 NTE
OPTION	Program Analyst FFP On-Site FOB: Destination				
					<hr/>
NET AMT					\$225,534.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009	Travel ODC's		Each	\$0.00	\$0.00 TBN
OPTION	FFP On-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4010	Contract Specialist Senior		Labor Hours	\$133.54	\$0.00 NTE
OPTION	FFP Off-Site FOB: Destination				
					NET AMT
					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4011			Labor Hours	\$120.49	\$0.00 NTE
OPTION	Contract Specialist Journeyman FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4012			Labor Hours	\$92.78	\$0.00 NTE
OPTION	Contract Specialist Junior FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4013		2,080	Labor Hours	\$120.49	\$250,619.20 NTE
OPTION	Procurement Analyst Intermediate FFP Off-Site FOB: Destination				
					NET AMT
					\$250,619.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4014		2,080	Labor Hours	\$92.78	\$192,982.40 NTE
OPTION	Procurement Analyst Junior FFP Off-Site FOB: Destination				
					NET AMT
					\$192,982.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4015		1,040	Labor Hours	\$97.28	\$101,171.20 NTE
OPTION	Database Administrator FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$101,171.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4016		520	Labor Hours	\$97.28	\$50,585.60 NTE
OPTION	Web Developer Intermediate FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$50,585.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4017		2,080	Labor Hours	\$120.49	\$250,619.20 NTE
OPTION	Program Analyst FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$250,619.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4018			Each	\$0.00	\$0.00 TBN
OPTION	Travel ODC's FFP Off-Site FOB: Destination				
					<hr/>
NET AMT					\$0.00

**SECTION B****GENERAL DESCRIPTION****B.1 GENERAL DESCRIPTION**

The contractor shall perform the effort required in accordance with the scope as described in Section C, Statement of Work. It is the intention of the Marine Corps Systems Command (MCSC) to award one or more, Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts on a Firm fixed Price (FFP) basis with Cost Reimbursable (CR) Other Direct Costs (ODCs). This effort will establish a scope that is broad and flexible to satisfy requirements of the Assistant Commander, Contracts over the period of performance.

**B.1.2 GEOGRAPHIC SCOPE**

The Marine Corps Systems Command (MCSC), Assistant Commander, Contracts is located at Quantico Marine Corps Base, Hospital Point, Quantico, Virginia. The majority of the requirements are expected to be performed in or around the Quantico Marine Corps Base. However, this may include support for program offices in Prince William and Stafford counties, Virginia. While the geographic scope for the primary duty office is in or around Quantico, Virginia, there are anticipated travel requirements within the Continental United States (CONUS).

## **B.2 PRICING**

Offerors are required to submit pricing for ALL labor categories in accordance with the Rate Table provided as Attachment 1 in Section J. Prices shall be on an annual basis and will correspond with the Contracting Officer's notice to proceed. Prices shall not exceed two (2) decimal places.

### **B.2.1 LABOR RATE**

All task orders awarded pursuant to this contract will be priced in accordance with the pricing set forth in the schedule and in conjunction with the Labor Category Descriptions provided in Section J, Attachment 2. The table reflects the Government-required labor categories. The labor rates in the schedule must reflect the fully-burdened rates of the contractor for each labor category and will apply to all direct labor hours. The schedule delineates separate rates for work performed at the contractor site and at the Government site for each labor category.

The pricing in the schedule represents fully-loaded hourly rates for each skill category. The fully-burdened labor rates shall include all direct, indirect, general and administrative costs and profit associated with providing the required skill. The fully-burdened labor rates shall include all labor and labor-related costs, such as, but not limited to, the following list of representative labor-related costs: salaries, wages, bonuses to include stock bonuses, incentive awards, employee stock options, stock appreciation, rights, employee stock ownership plans, employee insurance, fringe benefits, contributions to pension, other post-retirement benefits, annuity, employee incentive compensation plans, incentive pay, shift differentials, overtime, vacation time, sick pay, holidays, and all other allowances based upon a comprehensive employee compensation plan. Contractor site rates shall also include contractor-provided facilities, furniture, equipment, supplies, employee training and overhead amounts required for work at contractor site rates. This includes, but is not limited to, telephones, facsimile machines and their telecommunication lines, copiers, personal computers, postage (to include courier services such as Federal Express), ordinary business software (e.g., word processing, spreadsheets, databases, graphics, etc.) normal copying and reproduction costs (to include color copies). The use of uncompensated overtime is not allowed. Offerors shall provide hourly rates based upon a 40-hour work week at 2,080 hours per year.

#### **B.2.1.1 GOVERNMENT SITE RATES**

When performing at Government sites, the contractor shall furnish fully burdened personnel rates. The Government will provide only office space, furniture, office equipment and supplies.

#### **B.2.1.2 CONTRACTOR SITE RATES**

When performing at a contractor site, the contractor shall furnish fully burdened personnel rates which include loads for office space and all normal supplies and services required to support the work. This includes, but is not limited to, telephones, faxes, copiers, personal computers, postage (to include courier

services such as Federal Express), ordinary business software (e.g., word processing, spreadsheets, databases, graphics, etc.) normal copying and reproduction costs (to include color copies).

### **B.2.1.3 Other Direct Costs (ODCs)**

ODCs consist of materials and travel costs, i.e., temporary duty (TAD) to include travel, lodging and meals. The contractor shall include a detailed description of all proposed costs in advance of expenditures and receive contracting officer approval.

#### **B.2.1.3.1 TRAVEL AND PER DIEM**

(Applicable to CLIN 0005 and Option CLIN 1005, 2005, 3005, and 4005 if option is exercised)

(a)(1) Except as otherwise provided herein, the Contractor shall be reimbursed for its reasonable actual travel costs in accordance with FAR 31.205-46. The costs to be reimbursed shall be those costs accepted by the cognizant DCAA. Profit or fee is not allowed for travel under any contract type. No contractor travel shall be conducted to support the requirements of a task order under this contract without advance, written approval from the Contracting Officer.

(a)(2) The contractor shall maintain records to support all reimbursable travel costs, which shall be made available to the Government for inspection, acceptance, and approval. The contractor shall submit invoices that contain travel related costs within 60 days after completion of the travel. The invoices must contain one copy of all receipts for reimbursable lodging and airfare expenses, and for any single expenditure of \$75 or more.

### **B.3 INCURRING COSTS**

The Government is not liable for any costs incurred by the contractor in submitting proposals prior to and subsequent to contract award.

### **B.4 CONTRACT PERIOD OF PERFORMANCE**

The period of performance for this contract is twelve (12) months from date of award with options for four (4) additional twelve month periods.

## SECTION C

Section C - Descriptions and Specifications

### STATEMENT OF WORK

#### **Acquisition Business & Contracts Support**

**C.1 Purpose.** The purpose of this contract is to provide contracting support services, pre-award acquisition planning, document preparation, contract administration, contract close-out, procurement tracking and execution, and policy and analysis support to the Assistant Commander, Contracts, Marine Corps Systems Command (MCSC).

**C.2 Background.** The 2006/2007 Defense Supplemental funding bill has produced immediate requirements to augment the existing of MCSC contracting staff. The additional professional staff will perform the full range of cradle-to-grave contracts management, including pre-award and post-award duties related to execution of the additional program budget. This requires the contractor to demonstrate flexibility in staffing and resource allocation, be responsive to the changing priorities of the Command and its constituent programs, and to commit to reacting to immediate requirements originating from the supplemental budget execution schedule.

The Contract Support Service personnel provided under this effort will not be given the authority to make determinations for or on behalf of the Government; but rather will be required to refer procurement recommendations to the cognizant Government Contracting Officer. The Contractor will be responsible for providing support to the assigned Contracting Officer to meet the defined objectives of the various Supplemental Budget executions by providing business, contract preparation and contract administration subject matter expertise. Integral to the Command support strategy is the ability to work independently to develop necessary pre- and post-award documentation; support the source selection process, conduct negotiations; and handle multiple priorities of work. This may also include limited stakeholder interface (both with government and industry), coordination with technical staff and quality assurance documentation.

**The Contractor has no Government contracting authority and may not obligate or represent the Government in any commercial transaction.**

The Contractor's advice and work products must be in strict accordance with applicable regulations and policy, including the Federal Acquisition Regulation (FAR), and its Defense, Navy supplements (DFARS, NMCARS) and all local policies and procedures. The contractor will take technical direction from the assigned Government Contracting Officer and is expected to communicate fully and frequently with assigned contract staff at MCSC.

Key facets of support effort include conducting research to support selected business strategies; authoring, or revising solicitation documentation; conducting business analysis and developing cost models (e.g., Excel); and executing all facets of post-award administration. Notably, the Contracts Office relies on the Procurement Desktop 2 (PD2) as their principal electronic business tool for contract support. The Contractor is responsible for providing support to the Assistant Commander, Contracts to meet the defined objectives of the supplemental budget schedule and the attendant contracting activities by providing business and analytical research and contract administration. Contracting must be able to handle multiple priorities of work in a fast-paced work environment.

**C.3 Scope.** The contractor shall provide assistance with contracting support services on a surge basis. Tasks under the contract are anticipated to be business sector specific. Tasks shall include pre-award, post-award and procurement policy. The general scope of this effort encompasses requirements for, but is not limited to, the following activities:

**Pre-Solicitation**

Acquisition Planning  
Market Research  
Documentation Requirements  
Industry Day/Due Diligence  
Small Business Coordination  
Evaluation Plans

**Solicitation**

Draft Request for Proposal/Quotes  
Prepare Task Orders  
Prepare responses to Questions and Answers  
Assist in source selections  
Contract File Documentation  
Debriefing

## Prepare Amendments

**Post-Award**

Conduct Kick-off Meetings  
 Implement Cost/Schedule  
 Develop Award/Incentive Plans  
 Prepare Modifications  
 Implement Surveillance Plans  
 Review monthly reports

**Closeout**

Validate GFE/GFI/Tools/ODCs  
 Financial reconciliation  
 Prepare Past Performance Information  
 Deobligate funding balances  
 Coordinate final rate negotiations  
 Prepare final close-out documentation

**Business Operations**

Monitor Contracting Regulations  
 Prepare Policy Letters/Notices  
 Prepare Monthly Newsletter  
 Prepare response to agency taskers  
 Assist with Electronic Business

- Federal Procurement Data System-Next Generation
- Contract Deficiency Reports
- PR Builder
- Track Supplemental Execution
- Update and Maintain Websites
- Update Contract Policy Handbook

**C.4 General Requirements.** Contractor personnel shall as a minimum perform the following tasks in relation to the functional areas mentioned above:

a. Advise MCSC stakeholders as to appropriate sourcing strategies for requirements. Appropriate sourcing strategies include, but are not limited to, adequate market research, adequate sole source documentation, the development of source selection criteria, and the composition of source selection evaluation boards. Assist MCSC stakeholders in acquisition planning and the development of key acquisition documents including, but not limited to, the following:

Acquisition Plans  
 Statements of Work/Performance Work Statements (SOW/PWS)  
 Statements of Objectives (SOO)  
 Sole Source Justifications  
 Source Selection Plans  
 Necessary Determinations and Findings and Waivers

c. Assist in the development of solicitations for major systems and in the review of proposals. Assist in the preparation of contract award documentation.

d. Implement standard contract management procedures and solve problems that arise during contract performance.

e. Monitor contractor performance and resolve issues, reconcile payments and prepare contracts for close-out.

f. Provide assistance in the area of Business Operations to include, procurement policy review and implementation. Monitoring and track supplemental execution to include proposed award dates, commitments, obligations and awards.

**The scope of work associated with the task activities will vary by program precedent and volume throughout the performance period, although not substantially. The Contractor is responsible for providing suitable management and business expertise to support ongoing responsibilities delineated by activity, as well as variances in the scope of activities.**

#### **C.4.1 Specific Requirements**

##### **C.4.1.1. Provide Contract Planning, Pre-solicitation support.**

The contractor shall assist the Government in performing all pre-award functions on major weapon systems, Small Business Innovative Research, commercial, services and supply acquisitions. The contractor shall have comprehensive knowledge of acquisition alternatives. The contractor shall perform work in accordance with Federal Law, department and agency regulations, policy and procedures. The contractor shall assist the Government in providing the following Contract support:

- Developing pre-award documentation
- End user documentation requirements, completing purchase requirement, documenting justification and approvals and acquisition plans/strategy
- Developing appropriate procurement milestones
- Compliance with contract regulations, policies and guidelines
- Producing accurate, timely and quality documents
- Utilizing Standard Procurement System, Procurement Desktop 2 software
- Ensuring documents are in accordance with Federal Law, DoD, Navy and Local regulations and procedures
- Assist in collaboration and training of source selection team

##### **C.4.1.2. Provide Contract Solicitation support.**

- Assist in developing requests for proposals and quotations
- Prepares amendments
- Prepares responses to offerors questions
- Prepares cost and price analysis
- Assists in developing negotiation position
- Prepares Business Clearance Memorandums
- Prepares Award Documentation
- Assists with debriefing unsuccessful offerors

##### **C.4.1.3. Provide Contract Post-Award support.**

- Prepares for and assist in conducting kick-off meetings

- Prepares appropriate electronic spreadsheets to maintain cost/schedule controls
- Prepares documentation for award fee, term and incentive fee plans
- Provides contract oversight and administration in accordance with applicable Federal, DoD, Navy and local policies and procedures
- Monitors Quality Assurance Surveillance Plan
- Tracks and reviews invoices and monthly financial reports

#### **C.4.1.4. Provide Contract Close-Out support.**

- Identifies applicable contracts ready for closeout
- Verifies that work under the contract has been completed
- Verifies that all invoicing and payments have been completed
- Ensures that all terms and conditions have been met to include government property, patent rights, data rights and warranty periods
- Prepares negotiations after collaborating with applicable departments for cost and final rates
- Prepares deobligation modifications if needed
- Develops close-out package

#### **C.4.1.5. Provide Business Operations support**

- Monitors Federal, Department, and Agency climate for changes in procurement policy and procedures
- Prepares quality written guidance via Contract Policy Notices or Letters
- Prepares Monthly Contracting Newsletters to inform Contracts Directorate of current events
- Prepares weekly reports from Microsoft ACCESS database tracking Marine Corps Supplemental Funding
- Tracks metrics for electronic business systems (e.g., CPARS, FPDS-NG, CDR's)
- Updates and maintain Contracts, Small Business and Purchase Card websites
- Updates Contracts Policy Handbook

### **C.5 TASKS**

#### **C.5.1 Program Management**

The contractor shall provide program management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall designate a Program Manager (PM) to provide management, direction, administration, quality assurance, and leadership of the execution of task orders under this contract.

##### **C.5.1.1 Contract Kick-off Meeting**

The contractor shall attend a Kick-Off Meeting at MCSC, Quantico, Virginia. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the Contract. The meeting will provide an opportunity to discuss technical management, and security issues, travel authorizations and reporting procedures. At a minimum the attendees shall include key contractor personnel and the Government Contracting Officer Representative.

### **C.5.1.2. Status Reporting**

The contractor shall provide informal weekly status reports via email to the COR. In addition, the contractor shall develop and provide a Monthly Status Report by the 10<sup>th</sup> of each month via email to the COR and Contracting Officer. The report shall include the following:

- Personnel assigned to the task during the reporting period
- Duties/Activities accomplished during the reporting period
- Problems and corrective actions taken
- Issues/Concerns
- Personnel status – include gains and losses
- Government actions

Key personnel must be maintained according to the quantity assigned on the task order. If there is a change in key personnel to each task order, the contractor has 15 days to provide a resume for an individual with appropriate qualifications to backfill the requirement.

### **C.6 Section 508 Compliance Requirements**

All Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 CFR 1194. The contractor shall identify all EIT products and services proposed, identify the technical standards applicable to all products and services proposed and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

## SECTION D

Section D - Packaging and Marking

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### **D.1 PACKAGING REQUIREMENTS.**

Preservation, packaging, and packing of deliverable items called for hereunder shall be in accordance with the contractor's best commercial methods to prevent deterioration and damage during shipment, handling, and storage and to ensure safe arrival at destination.

### **D.2 MARKING REQUIREMENTS.**

a. The Contractor shall mark all shipments under this contract in accordance with standard commercial practices in effect on the date of shipment. In addition, the contractor shall mark all shipments to include technical data and other works delivered under this contract as applicable.

b. All data and correspondence submitted to the Contracting Officer (PCO) shall reference:

- Contract Number
- Name of the PCO

## SECTION E

Section E - Inspection and Acceptance

### CLAUSES INCORPORATED BY REFERENCE

52.246-4                      Inspection Of Services--Fixed Price                      AUG 1996

### CLAUSES INCORPORATED BY FULL TEXT

#### **E.1 Inspection And Acceptance Terms**

a. Final inspection and acceptance of all work performance, reports, and/or other deliverables under this contract shall be performed at the location specified in the individual Task Order (TO). Each TO will also designate the individual responsible for inspection and acceptance.

b. The basis for acceptance shall be in compliance with the requirements set forth in the TO and other terms and conditions of the contract. Deliverable items rejected under resulting TO shall be corrected in accordance with the applicable clauses.

c. The Government requires a period not to exceed thirty (30) days after receipt of final deliverable items for inspection and acceptance or rejection, unless otherwise specified in TO.

#### **E.2 Non-Conforming Services**

Non-conforming services will be rejected. Deficiencies will be corrected, by the contractor, within ten (10) work days of the rejection notice. If the deficiencies cannot be corrected within ten (10) work days, the contractor will immediately notify the COR of the reason for the delay and provide a proposed corrective action plan with ten (10) work days.

**SECTION F**

## Section F - Deliveries or Performance

## CLAUSES INCORPORATED BY FULL TEXT

## Section F - Deliveries or Performance

**F.1 Period of Performance**

The Period of Performance for this contract is a base period of 12 months (1 year) and four, 12 month option periods (4 years) for a total not to exceed 60 months.

**F.2 Ordering Period**

The ordering period will commence upon written notice issued by the contracting officer and will extend through the term of the contract.

**F.3 Task Order (TO) Performance Period**

TOs may be issued during the ordering period. The performance period of each TO will be specified in the TO. Individual TOs may extend up to six-months beyond the term of the contract. Pricing that applies to performance beyond the term of the contract shall be the rates that are in effect in the TO when the contract term expires.

**F.4 Deliveries or Performance**

The place of performance and/or delivery for all items will be cited in the individual TOs issued under this contract.

**F.5 Notice to Proceed**

The Contractor shall take no actions on this contract, or incur any costs, without the Contracting Officer's official written notice to proceed. It is anticipated that this notice to proceed will generally be issued simultaneous with Task Order award. The performance of this contract shall begin as specified in the notice to proceed.

**F.6 Clauses Incorporated by Reference**

52.242-15	Stop-Work Order (Aug 1989)
52.242-17	Government Delay of Work (Apr 1984)
52.247-34	F.o.b. – Destination (Nov 1991)

**SECTION G**

## Section G - Contract Administration Data

## CLAUSES INCORPORATED BY REFERENCE

252.204-7006	Billing Instructions	OCT 2005
252.232-7003	Electronic Submission of Payment Requests	MAR 2007

**ADMINISTRATIVE DATA****G.1 Points of Contact**

The following MCSC points of contact have been established to assist in executing and administering the contract. All requests for interpretation and assistance should be referred to:

**CONTRACTING OFFICER:** Beverly L. Hobbs  
[Beverly.hobbs@usmc.mil](mailto:Beverly.hobbs@usmc.mil)  
 (703) 432-4919

**CONTRACT SPECIALIST:** Sgt. Tremakia Summerlin  
[Tremakia.summerlin@usmc.mil](mailto:Tremakia.summerlin@usmc.mil)  
 (703) 432-4924

**G.2 Contract Management**

a. The Contracting Officer (PCO) identified in paragraph G.1 of this contract is the only person authorized to direct changes in the requirements under this contract. In the event the Contractor effects any such change at the direction of any person other than the PCO, the change will be considered to have been made without authority and solely at the risk of the Contractor.

b. All contract administration will be effected by the PCO. Communications pertaining to contractual administrative matters shall be addressed to the PCO. No changes in or deviation from the terms and conditions shall be effected without a written modification to the contract executed by the PCO authorizing such changes.

c. The PCO shall designate a Contracting Officer Representative (COR) during the term of this contract, DFARS clause 252.201-7000 Contracting Officer's Representative. The COR will provide assistance in identification and resolution of problems, conflicts in priority and other operations type problems. The PCO may appoint CORs to act at the task order level.

d. The contractor shall not accept any instructions issued by any person employed by the U.S. Government or otherwise, other than the PCO or the COR, acting within the limits of his or her authority. The contractor shall not in any way, represent that it is part of the U.S. Government or that it has the authority to contract or procure on behalf of the United States Government.

### **G.3 Ordering**

- a. Ordering will be centralized. Only the Contracting Officer or other MCSC warranted contracting officers will issue task orders against this contract.
- b. All orders issued under this contract are subject to the terms and conditions of this contract. The contract takes precedence in the event of conflict with any order.
- c. All services under this contract will be ordered by issuance of a written task order in accordance with FAR subpart 16.5, Indefinite Delivery Contracts as implemented by DFARS 216.505, Indefinite Delivery Contracts. An appropriate order form (DD 1155) shall be issued for each order.
- d. The PCO will initiate the task order process by issuing a Task Order Request (TOR). The contractors shall respond to all TORs by the proposal submission date, as specified in the TOR submittal instructions. The Contractor is required to submit a response to all TORs. If unable to perform a requirement, the contractor shall submit a no bid reply in response to the TOR. All no bids shall include a brief statement as to why the Contractor is unable to perform, e.g., conflict of interest. All task order requests will be competed amongst successful contractors who are awarded IDIQ contracts as a result of this RFP.
- e. The contractor's proposal must comply with the requirements and instructions contained in the TOR. The Contractor may propose labor rates that are lower than those originally proposed and established in the Labor Rate Table of this contract. In this event, the reduced labor rates will apply only to the respective TO and will not change the fixed rates in the Labor Rate Table.
- f. The contractor is responsible for all bid and proposal costs incurred in performance of the contract.
- g. Performance under task orders shall commence only after receipt of an executed order via facsimile, e-mail, other means of delivery, or by verbal direction from the PCO. If verbal direction is given, written confirmation will be provided within five working days of the verbal order. The Government shall not be obligated to reimburse the Contractor for work performed, items delivered, or any costs incurred, nor shall the Contractor be obligated to perform, deliver, or otherwise incur costs except as authorized by duly executed orders.
- h. The PCO may withdraw and or cancel a task if issues pertaining to the proposed task arise that cannot be satisfactorily resolved. The PCO's decision on each order shall be final and shall not be subject to protest under FAR Subpart 33.1, Protest, except for a protest that the TO increases the scope, period, or maximum value of the contract.
- i. The Government may unilaterally change these ordering procedures at any time and at its discretion.

### **G.4 Basis For Task Order Award**

All TORs will be awarded to the contractor whose proposal is determined to offer the best overall value to the Government. In determining the best overall proposal, qualifications of personnel offered and past experience will be more important than cost/price.

### **G.5 Initial Task Order Requirement**

The Government intends to issue a Task Order Request immediately upon award of the IDIQ contracts as a result of this RFP. Contractors will be required to submit a proposal using the labor rates that are the same or less than those provided in their Master Pricing Table. Proposal submission timeframes will normally be within five (5) to seven (7) calendar days of issuance of a TOR. A sample TOR is provided in Section J, Attachment 4.

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### **MCSC WAWF INSTRUCTIONS TO CONTRACTORS**

#### ELECTRONIC INVOICING PROCEDURES (MCSC Feb 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2007)", the United States Marine Corps (USMC) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when processing invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract (POC) is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil/> within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at the <https://wawf.eb.mil/>.

The USMC WAWF-RA point of contact for this contract is Sgt Summerlin, T. N. and can be reached on 703.432.4924 or via email at [tremakia.summerlin@usmc.mil](mailto:tremakia.summerlin@usmc.mil).

The contractor is directed to use the 2-in-1 Invoice format when processing invoices and receiving reports. For all requirements, the contractor shall use the Marine Corps Systems Command DODAAC (M67854) as the DODAAC for all shipping addresses, even if the ship-to address is other than the Marine Corps Systems Command.

DFAS-Columbus  
P.O. Box 369022  
Attn: Kansas-M67443  
Columbus, Ohio 43236-9022

E-Mail: [CCO-KC-VPIS@DFAS.MIL](mailto:CCO-KC-VPIS@DFAS.MIL)  
PHONE: 1-800-756-4571 #2 then #4  
WAWF: <https://wawf.eb.mil/>  
VPIS: <https://www.dfas.mil/money/vendor>

Data entry information in WAWF:  
Payment Office DoDAAC: M67443

Issue By DoDAAC: M67854  
Admin Office DoDAAC: M67854  
Ship To/Service Acceptor DoDAAC: M67854  
Contract Number: M67854-08-R-0500

Before closing out of an invoice session in WAWF-RA, but after submitting your document or documents, the contractor will be prompted to send additional email notifications. The contractor shall click on Send Additional Email Notifications block on the page that appears. Add the primary point of contact's email address (provided above) in the first email address block and add the alternate point of contact's email address in the following block. This additional notification to the government is important to ensure the appropriate point of contact is aware that the invoice documents have been submitted into the WAWF-RA system.

**NOTE: The POCs identified above are for WAWF issues only. Any other contracting questions/problems should be addressed to the POC identified in Section A of the contract.**

## SECTION H

Section H - Special Contract Requirements

### CONTRACT REQUIREMENTS

#### **H.1 Order of Precedence**

In the event of an inconsistency between the terms and conditions of this contract, resultant Task Orders (TOs) and contractor TO proposals, the inconsistency shall be resolved by giving precedence in the following order:

- (1) The contract;
- (2) The TOs, excluding the contractor TO proposals, and;
- (3) The contractor TO proposals

#### **H.2 Meetings/Conference**

Technical meetings and/or post-award/pre-performance conferences may be necessary to resolve problems and to facilitate understanding of the technical requirements of the contract or a resulting task. Participants at these meetings/conferences shall be members of the contractor's technical staff and technical representatives of the Government. In addition, during the life of the contract, periodic meetings, which are designed to review program status, assess contractor performance, refine current processes and plan future actions will be held at both Government and Contractor sites. The Contractor's attendance at such meeting is required. Records of these meetings/conferences shall be made by the Contractor and approved by the Government. **All costs associated with the attendance at these meetings/conferences shall be incidental to the contract and not separately billed.**

### **H.3 Notice to Proceed**

Notwithstanding FAR Clause 52.233-3 entitled “Protest After Award”, the contractor shall take no actions on this contract, or incur any costs, without the Contracting Officer’s official notice to proceed.

### **H.4 Organizational Conflict of Interest (OCI)**

(a) The provisions of FAR Subpart 9.5, Organization and Consultant Conflicts of Interest, concerning organizational conflicts of interest govern task orders issued under this contract.

(b) Potential conflicts may exist in accordance with FAR 9.505-2 and 9.505-4.

(c) The contractor is responsible for identifying any actual or potential organizational conflict of interest to the Contracting Officer that would arise as the result of the issuance of a task order under this contract.

(d) The contracting officer will determine on a case-by-case, task order by task order, basis whether a conflict of interest is likely to arise.

(e) To avoid or mitigate a potential conflict, the contracting officer will impose appropriate constraints, such as the following.

(1) The contractor agrees that if it prepares specifications for nondevelopmental items or assists in the preparation of work statements for a system or services under a contract or task order, it will not be allowed to furnish these items, either as a prime contractor, a subcontractor or as a consultant (FAR 9.505-2).

(2) The contractor agrees that if it gains access to proprietary data of other companies, it will protect such data and it will not use such proprietary data in supplying systems or components in future competitive procurements (FAR 9.505-4). In addition, the contractor agrees to protect the proprietary data and rights of other organizations disclosed to the contractor during performance of any task order with the same caution that a reasonably prudent contractor would use to safeguard highly valuable property. The contractor also agrees that if it gains access to the proprietary information of other companies, it will enter into an agreement with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished.

(3) The contractor agrees that it will not distribute reports, data or information of any nature arising from its performance under this contract, except as provided by the task order or as may be directed by the contracting officer.

(4) The contractor agrees that it will neither evaluate nor advise the Government with regard to its own products or activities. The contractor will objectively evaluate or advise the Government concerning products or activities of any prospective competitors.

(5) The contractor agrees that it will include the above provisions, including this paragraph, in agreements with teaming partners, consultants or subcontractors at any tier which involve access to information covered above. The use of this clause in such agreements shall be read by substituting the word “consultant” or “subcontractor” for the word “contractor” whenever the latter appears.

(f) The contractor shall effectively educate its employees, through formal training, company policy, information directives and procedures, in an awareness of the legal provisions of FAR Subpart 9.5 and its underlying policy and principles so that each employee will know and understand the provisions of that Subpart and the absolute necessity of safeguarding information under a task order from anyone other than the contractor's employees who have a need to know, and the U.S. Government.

(g) In connection with a particular constraint, the contractor may submit a response to the contracting officer for the purpose of indicating potential measures to avoid or mitigate a conflict. In the event the contracting officer determines that a conflict exists which cannot be effectively mitigated the provision in FAR 9.5 must be followed.

(h) Task orders issued under this contract may impose additional requirements and restrictions relating to this clause to include the requirement for the contractor and its subcontractors and employees to furnish the Government with written non-disclosure agreements or statements of no conflict of interest. With regard to any proposal submitted by the contractor in response to a Task Order Request for Proposal, by submitting its proposal the contractor represents that it has disclosed to the contracting officer, prior to award of the task order, all facts relevant to the existence of potential existence or organizational conflict of interest as that term is used in FAR Subpart 9.5.

(i) The award of this contract, task orders issued under this contract, Government taskings, or acquiescence in the contractor's performance of services hereunder shall not constitute or be interpreted as a determination that the contractor is eligible to participate in future procurements, developmental efforts, implementation efforts, or related activities. Only the contracting officers for such efforts, applying the rules, principles and procedures of FAR Subpart 9.5, have the authority to determine whether a conflict exists in connection with such procurements.

(j) The term contractor herein used means: (1) the organization (hereinafter referred to as "it" or "its") entering into this agreement with the Government; (2) all business organizations with which it may merge, join, or affiliate now or in the future and in any manner whatsoever, or which hold or may obtain, by purchase or otherwise, direct or indirect control of it; (3) its parent organization if any and any of its present or future subsidiaries, associates, affiliates, or holding companies, and; (4) any organization or enterprise over which it has direct or indirect control now or in the future.

#### **H.5 License Rights: Data and Non-Commercial Computer Software and Non-Commercial Computer Software Documentation**

The Government shall have rights in noncommercial computer software, noncommercial computer software documentation, technical data, and computer data bases developed, prepared, produced, created, or generated under the contract in accordance with DFARS 252.227-7013, Rights in Technical Data-Noncommercial Items, and 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation. Pursuant to the clauses, the items shall be conveyed with unlimited rights if developed, prepared, produced, created, or generated under the contract exclusively with Government funds and with Government purpose rights if developed, prepared, produced, created, or generated under the contract with mixed funding. To the extent permitted by law and regulation, the contractor shall provide all such items, including computer software, computer software documentation, technical data, and computer databases produced, created, generated, or modified under the contract as deliverables and with unlimited rights or Government purpose rights consistent with the definitions set forth in DFARS 252.227-7013 and

252.227-7014. The Government may require delivery in accordance with DFARS 252.227-7026 or 252.227-7027 as appropriate.

## H.6 License Rights

a) Computer databases first created, generated, or produced and required to be delivered under this contract shall be provided with rights in accordance with DFARS 252.227-7020, Rights in Special Works.

b) With the exception of technical data, computer databases, computer software, or computer software documentation as those terms are defined in DFARS 252.227-7013, all plans, data, reports, documents, and other works (hereafter “works”) first created, generated, or produced and required to be delivered under this contract shall be provided with rights as follows:

(1) The Government shall have unlimited rights in works first produced, created, or generated and required to be delivered under this contract. “Unlimited Rights” means the rights to use, modify, reproduce, perform, display, release, or disclose a work in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so.

(2) When a work is first produced, created, or generated under this contract, and such work is required to be delivered under this contract, the Contractor shall assign copyright in those works to the Government. The Contractor, unless directed to the contrary by the Contracting Officer, shall place the following notice on such works:

“© (Year date of delivery) United States Government, as represented by the Secretary of Defense. All rights reserved.”

(3) The Contractor grants to the Government a royalty-free, world-wide, nonexclusive, irrevocable license to reproduce, prepare derivative works from, distribute, perform, or display, and to have or authorize others to do so, the Contractor’s copyrighted works not first produced, created, or generated under this contract that have been incorporated into the works deliverable under this contract.

(4) The Contractor shall not incorporate, without the written approval of the Contracting Officer, any copyrighted works in the works to be delivered under this contract unless the Contractor is the copyright owner or has obtained for the Government the license rights necessary to perfect a license of the scope identified in paragraph (3) above and, prior to delivery of such works, has affixed to the transmittal document a statement of the license rights obtained.

(5) The Contractor shall indemnify and save and hold harmless the Government, and its officers, agents, and employees acting for the Government, against any liability, including costs and expense, (a) for violation of proprietary rights, copyrights, or rights of privacy or publicity, arising out of the creation, delivery, use, modification, reproduction, release, performance, display, or disclosure of any works furnished under this contract, or (b) based upon any libelous or other unlawful matter contained in such works.

(6) Paragraphs (4) and (5) above are not applicable to information furnished to the Contractor by the Government and incorporated in the works delivered under this contract.

c) the Government shall have rights in noncommercial computer software, noncommercial computer software documentation, and technical data, developed, prepared, produced, created, or generated under the contract in

accordance with DFARS 252.227-7013, Rights in Technical Data-Noncommercial Items, and 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation. The Government may require delivery in accordance with DFARS 252.227-7026 or 252.227-7027 as appropriate.

#### **H.7 Employment of Current Federal, Civilian, or Military Personnel**

The contractor shall not employ, on this contract, civilian or military employees who are currently employed by the Federal Government, unless the Contractor obtains express written approval from the Contracting Officer. Individuals currently employed by the Federal Government must obtain approval from their Ethics Counselor prior to taking outside employment. A copy of the approval must be forwarded to the Contracting Officer prior to the contract employment of such individuals.

#### **H.8 Other Contractors and Government Personnel**

The contractor shall, in performing under this contract, fully cooperate with other contractors and Government employees. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractors or by Government employees.

#### **H.9 Release of News Information**

No news release (including photographs and films, public announcements, denial or confirmation of same) on any part of the subject matter of this contract or any phase of any program hereunder shall be made without prior written approval of the Contracting Officer. See also, DFARS clause 252.204-7000 "Disclosure of Information".

#### **H.10 Government-Contractor Relationships**

a. Non-personal Services. The parties agree that the services to be provided under this contract are non-personal and that no employer/employee relationships exist or will exist between the Government and the contractor's employees.

b. Prohibitions. Contractor personnel under this contract shall not:

(1) Be placed in a position where they are appointed or employed by a Federal Official, or are under the supervision, direction, or evaluation of a Federal Officer, Military or Civilian.

(2) Be placed in a staff or policy making position or be asked to exercise personal judgment or discretion on behalf of the Government.

(3) Be placed in a position of command, supervision, administration or control over Military or Civilian Personnel, or personnel of other contractors, or become a part of the Government organization.

c. Employee Relationship. Local rules, regulations, directives, and requirements issued by military and civilian authorities pursuant to their responsibility for the administration and security of Government and military installations are applicable to contractor personnel entering the office or installations or traveling via Government-owned transportation. The contractor agrees that compliance will not be construed to establish any degree of Government control consistent with a personal services contract.

### **H.11 Contractor-Acquired Insurance**

In accordance with the Section I, FAR clause 52.228.5, "Insurance- Work on a Government Installation", the Contractor shall acquire and maintain during the entire performance period of this contract insurance of at least the following kinds and minimum amounts set forth below:

(1) Workman's Compensation and Employer's Liability Insurance in accordance with the amounts specified by the laws of the states in which the work is to be performed under this contract. In the absence of such state laws, an amount of \$100,000 shall be required and maintained.

(2) General Liability Insurance: Bodily injury liability in the minimum amount of \$500,000 per occurrence.

(3) Automobile Liability Insurance in the amount of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

Prior to commencing work under each task order issued pursuant to this contract, the contractor shall certify to the Contracting Officer in writing that the required insurance has been obtained in accordance with FAR 52.228-5, Insurance- Work on a Government Installation, contained in Section I.

### **H.12 Work On A Government Installation**

In performing work under this contract on a Government installation or in a Government building, the contractor shall:

- a. Obtain and maintain the minimum kinds and amounts of insurance specified by FAR 28.307-2 and individual Task Orders.
- b. Conform to the specific safety requirements established by this contract and individual Task Orders.
- c. Comply with the safety rules of the Government installation that concern related activities not directly addressed in this contract.
- d. Take all reasonable steps and precautions to prevent accidents and preserve the life and health of contractor and Government personnel connected in any way with performance under this contract.
- e. Take such additional immediate precautions as the CO or COR may reasonably require for safety and accident prevention purposes.

### **H.13 Security Requirements**

(a) The Government may require security clearances of at least Secret and up to Top Secret, Specialized Compartmentalized Information, for performance of any TO under this contract. A general, contract level DD Form 254 is provided at Section J, Attachment 3. A TO specific DD Form 254 will be incorporated for individual TOs, as required. The levels of security clearance and number of personnel required for each level is unknown.

- (b) The Contractor shall provide sufficient personnel with the required security clearances to perform the work as specified in individual TOs. The personnel shall be cleared personnel in accordance with the clause in Section I, "Security Requirements". If satisfactory security arrangements cannot be made with the Contractor, the required services shall be obtained from other sources.
- (c) The level of classified access required shall be indicated in the individual TO. Contractor personnel not requiring a personnel security clearance, but performing Automated Data Processing (ADP) sensitive duties, are subject to investigative and assignment requirements IAW DoD 5200.2R, DoD Personnel Security Program, and affiliated regulations.
- (d) The contractor shall bear the cost of any security clearances required for performance.

#### **H.14 Contractor Employees Conduct on Military Installations**

- a. The services to be performed under this contract do not require the contractor or its employees to exercise personal judgment and discretion on behalf of the Government. The contractor's employees shall act and exercise personal judgment and discretion only on behalf of the contractor.
- b. Contractor employees shall comply with all regulations, directives or special requirements issued by military command authorities responsible for law and order, administration and security at an installation. The contractor shall not construe these regulations, directives or special requirements to mean that the Government is establishing any degree of control inconsistent with the purpose of this contract. Contractor employees are subject to security checks to assure that an employee's presence on an installation does not violate these regulations, directives, or special requirements. Contractor employees will not be allowed on an installation when such checks reveal that the employee's presence would be detrimental to the security of the installation. The Government's refusal to allow entry onto an installation to any contractor employee under this provision shall not excuse the contractor from its responsibilities to fully perform under this contract.
- c. Vehicle Registration. When working on a secured Government installation, contractor employees shall register their vehicles with the installation's Provost Marshal's office. The contractor is responsible for contacting the Provost Marshal's office to determine what documentation is needed to register vehicles.

#### **H.15 Notice of Incorporation of Section K**

Pursuant to the provisions of FAR 15.204-1 Uniform Contract Format, Section K – Representations, Certifications and Other Statements of Offerors or Quoters are incorporated into this contract by reference and are considered to be a part thereof.

#### **H.16 Non Disclosure Agreement**

All individuals performing under this contract shall sign a non-disclosure agreement (See Attachment 5) for the duration of their support.

#### **H.17 Contractor Representation**

Contractor personnel shall not represent, or make decisions for, the Government. When answering the telephone, attending meetings, sending and/or responding to emails, and in the greeting of guests, contractor personnel shall appropriately identify themselves as contractor personnel.

#### CLAUSES INCORPORATED BY REFERENCE

52.204-6	Data Universal Numbering System (DUNS) Number	OCT 2003
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2007
52.223-10	Waste Reduction Program	AUG 2000
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.228-3	Worker's Compensation Insurance (Defense Base Act)	APR 1984
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-18	Availability Of Funds	APR 1984
52.232-23	Assignment Of Claims	JAN 1986
52.232-25	Prompt Payment	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.241-13	Capital Credits	FEB 1995
52.243-1	Changes--Fixed Price	AUG 1987
52.244-6	Subcontracts for Commercial Items	MAR 2007
52.245-1	Government Property	JUN 2007
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	MAY 2004
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.249-14	Excusable Delays	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2004
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7001	Commercial And Government Entity (CAGE) Code Reporting	AUG 1999

252.204-7004	Alt A Central Contractor Registration (52.204-7) Alternate A	SEP 2007
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.215-7000	Pricing Adjustments	DEC 1991
252.219-7009	Section 8(a) Direct Award	SEP 2007
252.219-7010	Alternate A	JUN 1998
252.219-7011	Notification to Delay Performance	JUN 1998
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7001	Buy American Act And Balance Of Payments Program	JUN 2005
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7012	Preference For Certain Domestic Commodities	MAR 2008
252.225-7036	Buy American--Free Trade Agreement--Balance of Payments Program	MAR 2007
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.227-7013	Rights in Technical Data--Noncommercial Items	NOV 1995
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	JUN 1995
252.227-7015	Technical Data--Commercial Items	NOV 1995
252.227-7016	Rights in Bid or Proposal Information	JUN 1995
252.227-7019	Validation of Asserted Restrictions--Computer Software	JUN 1995
252.227-7020	Rights In Data--Special Works	JUN 1995
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	JUN 1995
252.227-7026	Deferred Delivery Of Technical Data Or Computer Software	APR 1988
252.227-7027	Deferred Ordering Of Technical Data Or Computer Software	APR 1988
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	JUN 1995
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 1999
252.231-7000	Supplemental Cost Principles	DEC 1991
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.244-7000	Subcontracts for Commercial Items and Commercial Components (DoD Contracts)	JAN 2007
252.246-7001	Warranty Of Data	DEC 1991
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR  
EXECUTIVE ORDERS--COMMERCIAL ITEMS (FEB 2008)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

\_\_\_ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_\_ (4) [Removed].

\_\_\_ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-6.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-6.

\_\_\_ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-7.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-7.

\_\_\_ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

\_\_\_ (8)(i) 52.219-9, Small Business Subcontracting Plan (Nov 2007) (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) Alternate I (OCT 2001) of 52.219-9

\_\_\_ (iii) Alternate II (OCT 2001) of 52.219-9.

X (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

\_\_\_ (10) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

\_\_\_ (11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

\_\_\_ (ii) Alternate I (JUNE 2003) of 52.219-23.

\_\_\_ (12) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (13) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (MAY 2004) (U.S.C. 657 f).

\_\_\_ (15) 52.219-28, Post Award Small Business Program Rerepresentation (JUNE 2007) (15 U.S.C. 632(a)(2)).

X (16) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

X (17) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (FEB 2008) (E.O. 13126).

X (18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

X (19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

X (20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

X (21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X (22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

\_\_\_ (23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

\_\_\_ (24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) (Applies to all contracts).

\_\_\_ (ii) Alternate I (AUG 2007) of 52.222-50.

\_\_\_ (25)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

\_\_\_ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).

\_\_\_ (26) FAR 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b) .

\_\_\_ (27)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).

\_\_\_ (ii) Alternate I (DEC 2007) of 52.223-16.

\_\_\_ (28) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

\_\_\_ (29)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (AUG 2007) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

\_\_\_ (ii) Alternate I (JAN 2004) of 52.225-3.

\_\_\_ (iii) Alternate II (JAN 2004) of 52.225-3.

\_\_\_ (30) 52.225-5, Trade Agreements (Nov 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (31) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

\_\_\_ (32) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (33) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (34) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (35) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (36) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

\_\_\_ (37) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (38) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (39) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

\_\_\_ (40)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

\_\_\_\_ (7) 52.237-11, Accepting and Dispensing of \$1 Coin (AUG 2007)(31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(vii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(x) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from **Notice to Proceed** through **60 Months**.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

#### 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$1,000.00** (insert dollar figure or quantity), the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of **\$3.0 million**;

(2) Any order for a combination of items in excess of **\$5.0 million**; or

(3) A series of orders from the same ordering office within **five (5)** days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **five (5)** days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after **six months from the end of the term of the contract.**

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (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 within **30 days.**

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 days**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **six months from the Notice to Proceed issuance.**

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond **12 months from the Notice of Issuance** . The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond **12 months from the Notice of Issuance**, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[www.arnet.gov/far](http://www.arnet.gov/far)

(End of clause)

**SECTION J**

Section J - List of Documents, Exhibits and Other Attachments

**EXHIBITS/ ATTACHMENTS**

**Section J – List of Documents, Exhibits and Other Attachments**

**ATTACHMENTS**

Attachment 1 ---- Pricing Schedules (Onsite & Offsite)

Attachment 2 ---- Labor Categories and Descriptions

Attachment 3 ---- DD 254, Contract Security Classification Specification

Attachment 4 ---- Sample Task Order Request and Quality Assurance Surveillance Plan

Attachment 5 ---- Non-Disclosure Agreement

Attachment 6 ---- Past Performance Questionnaire

PRICING SCHEDULE ONSITE- ATTACHMENT 1

<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	20	41600		
Contract Specialist- Journeyman	12	24960		
Contract Specialist- Junior	3	6240		
Procurement Analyst- Senior	0	0		
Procurement Analyst- Journeyman	2	4160		
Database Administrator	0	0		
Web Developer- Intermediate	0	0		
Administrative Assistant	0	0		
Program Analyst	1	2080		
Travel, ODCs				
Total Estimated Qty.	38	79040		\$

**OPTION YEAR 1**

<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	20	41600		
Contract Specialist- Journeyman	12	24960		
Contract Specialist- Junior	3	6240		
Procurement Analyst- Senior	0	0		
Procurement Analyst- Journeyman	2	4160		
Database Administrator	0	0		
Web Developer- Intermediate	0	0		
Administrative Assistant	0	0		
Program Analyst	1	2080		
Travel ODCs				
Total Estimated Qty.	38	79040		\$

<b>OPTION YEAR 3</b>				
<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	20	41600		
Contract Specialist- Journeyman	12	24960		
Contract Specialist- Junior	3	6240		
Procurement Analyst- Senior	0	0		
Procurement Analyst- Journeyman	2	4160		
Database Administrator	0	0		
Web Developer- Intermediate	0	0		

<b>OPTION YEAR 2</b>				
<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	20	41600		
Contract Specialist- Journeyman	12	24960		
Contract Specialist- Junior	3	6240		
Procurement Analyst- Senior	0	0		
Procurement Analyst- Journeyman	2	4160		
Database Administrator	0	0		
Web Developer- Intermediate	0	0		
Administrative Assistant	0	0		
Program Analyst	1	2080		
Travel ODCs				
Total Estimated Qty.	38	79040		\$
Administrative Assistant	0	0		
Program Analyst	1	2080		

Travel ODCs  
 Total Estimated Qty. 38 79040 \$

**OPTION YEAR 4**

<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	20	41600		
Contract Specialist- Journeyman	12	24960		
Contract Specialist- Junior	3	6240		
Procurement Analyst- Senior	0	0		
Procurement Analyst- Journeyman	2	4160		
Contract Specialist- Senior	0	0		
Database Administrator	0	0		
Contract Specialist- Web Developer- Intermediate	0	0		
Journeyman	0	0		
Administrative Assistant	0	0		
Contract Specialist- Junior	1	2080		
Program Analyst	1	2080		
Procurement Analyst- Senior	1	2080		
Travel ODCs	1	2080		
Procurement Analyst- Journeyman	38	79040		\$
Database Administrator	1	1040		
Web Developer- Intermediate	1	520		
Administrative Assistant	0	0		
Program Analyst	1	2080		
Travel ODCs				
Total Estimated Qty.	5	7800		\$

PRICING SCHEDULE OFFSITE- ATTACHMENT 1

**OPTION YEAR 1**

<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	0	0		
Contract Specialist- Journeyman	0	0		
Contract Specialist- Junior	0	0		
Procurement Analyst- Senior	1	2080		
Procurement Analyst- Journeyman	1	2080		
Database Administrator	1	1040		
Web Developer- Intermediate	1	520		
Administrative Assistant	0	0		
Program Analyst	1	2080		
Travel ODCs				
Total Estimated Qty.	5	7800		\$

<b>OPTION YEAR 3</b>				
<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	0	0		
Contract Specialist- Journeyman	0	0		
Contract Specialist- Junior	0	0		
Procurement Analyst- Senior	1	2080		
Procurement Analyst- Journeyman	1	2080		
Database Administrator	1	1040		

<b>OPTION YEAR 2</b>				
<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	0	0		
Contract Specialist- Journeyman	0	0		
Contract Specialist- Junior	0	0		
Procurement Analyst- Senior	1	2080		
Procurement Analyst- Journeyman	1	2080		
Database Administrator	1	1040		
Web Developer- Intermediate	1	520		
Administrative Assistant	0	0		
Program Analyst	1	2080		
Travel ODCs				
Total Estimated Qty.	5	7800		
Web Developer- Intermediate	1	520		
Administrative Assistant	0	0		

\$

Program Analyst	1	2080	
Travel ODCs			
Total Estimated Qty.	5	7800	\$

**OPTION YEAR 4**

<b>Labor Category</b>	Estimated Quantity	Estimated Hours	Proposed Rate	Total
Contract Specialist- Senior	0	0		
Contract Specialist- Journeyman	0	0		
Contract Specialist- Junior	0	0		
Procurement Analyst- Senior	1	2080		
Procurement Analyst- Journeyman	1	2080		
Database Administrator	1	1040		
Web Developer- Intermediate	1	520		
Administrative Assistant	0	0		
Program Analyst	1	2080		
Travel ODCs				
Total Estimated Qty.	5	7800		\$

LABOR DESCRIPTIONS-ATTACHMENT 2

<b>Labor Category</b>	<b>Description</b>
<b>Contract Specialist - Senior</b>	Bachelors degree plus six or more business or related experience, of which is at least three years must be in a specialized area. With a Masters degree in the fields described above, two years experience is required. With ten years experience of which is least five years is specialized, a degree is not required. Experience includes drafting moderate to complex, non-routine contractual instruments, knowledge of contracting concepts, applicable public contract acquisition regulations, internal and external negotiations.
<b>Contract Specialist – Journeyman</b>	Bachelors degree plus four or more years

	<p>business or related experience. A Masters degree can be substituted to a Bachelor degree and four years experience. With eight years experience of which at least four years is specialized as described above, a degree is not required. Knowledge of contracting concepts, applicable public contract acquisition regulations. Experience includes strong analytical and communication skills and good internal and external negotiation skills.</p>
<b>Contract Specialist – Junior</b>	<p>Bachelors degree plus two or more years contracting experience. A Bachelors degree can be substituted with four or more years of specialized experience.</p>
<b>Procurement Analyst – Intermediate</b>	<p>Bachelors degree plus four or more years related experience in federal procurement policy and execution. A Bachelors degree may be substituted with eight years of experience when four or more years are specialized in Federal and Department of Defense procurement. Experience includes interpreting new and existing procurement laws, regulations and policies; preparing local written policies and procedures; knowledge of contracting concepts, knowledge of electronic business processes as they relate to contracting; strong written and oral communication skills; working knowledge of Federal Acquisition Regulation and Department of Defense Federal Acquisition Regulation Supplement. Must be able to maintain effective working relationships with those contacted in the course of work.</p>
<b>Procurement Analyst – Junior</b>	<p>Bachelors degree plus two or more years related experience in federal procurement policy and execution. A Bachelors degree may be substituted with four years of experience when two or more years are specialized in Federal and Department of Defense procurement. Experience includes</p>

	<p>interpreting new and existing procurement laws, regulations and policies; preparing local written policies and procedures; knowledge of contracting concepts, knowledge of electronic business processes as they relate to contracting; strong written and oral communication skills; working knowledge of Federal Acquisition Regulation. Must be able establish and maintain effective working relationships with those contacted in the course of work.</p>
<b>Web Developer</b>	<p>Bachelors degree plus four or more years experience in software development, installation, and modification in an online environment. Provides application development and technical support for internal and external Webs; develops Web pages graphics that support interactive, marketing-focused content, enhancements for existing systems and maintenance of web sites.</p>
<b>Program Analyst</b>	<p>Must have a minimum of eight years experience, of which at least five years must be specialized. Specialized experience may include budget execution, financial or acquisition support. Experience includes analytical support in accessing, acquiring and analyzing technical and financial data using various database programs; interpreting and integration of large volumes of data; monitoring obligations, commitments and contract awards; preparing status reports and financial data; preparing presentations and interfacing with senior leadership. Must be able to communicate clearly and concisely, both orally and in writing and establish and maintain effective working relationships with those contacted in the course of work.</p>
<b>Database Administrator</b>	<p>Must have a minimum of ten years experience of which at least five must be</p>

	<p>specialized in financial database system development, programming and program design. Experience includes the ability to develop and modify existing ACCESS databases; perform various database administration functions; develop standards and methodologies for use of existing databases; evaluate, upgrade, maintain and train others in the use of new and existing data bases; participate in systems analysis, design and implementation; monitor and troubleshoot database performance. Must be able to communicate clearly and concisely, both orally and in writing and establish and maintain effective working relationships with those contacted in the course of work.</p>
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DD254 SECURITY CLASSIFICATION- ATTACHMENT 3

<p><b>DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b></p> <p>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</p>		<p><b>1. CLEARANCE AND SAFEGUARDING</b></p>	
		a. <a href="#">Facility Clearance Required:</a>	Secret
		b. <a href="#">Level of Safeguards Required:</a>	Please Select
<p><b>2. THIS SPECIFICATION IS FOR</b></p>		<p><b>3. THIS SPECIFICATION IS :</b></p>	
<a href="#">Request Type:</a>	Solicitation or Other	<a href="#">Type:</a>	Original
		Original Date	20080411(YYYYMMDD)
Enter Number:	M67854-08-R-0500		
Due Date:	20080501(YYYYMMDD)		
<p><b>4. <a href="#">IS THIS A FOLLOW-ON CONTRACT?</a></b></p>		No	

<b>5. <u>IS THIS A FINAL FORM 254?</u></b>		No	
<b>6. <u>CONTRACTOR</u> Name and Address</b>	<b><u>CAGE Code</u></b>	<b><u>Cognizant Security Office</u> ( Name and Address)</b>	
<b>7. <u>SUBCONTRACTOR</u> Name and Address</b>			
<b>8. <u>ACTUAL PERFORMANCE</u> Name and Address</b>			

**Error! Hyperlink reference not valid.**

<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>		<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>	
a. <u>COMMUNICATIONS SECURITY (COMSEC) INFORMATION</u>	No	a. <u>HAVE ACCESS TO INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</u>	Yes
b. <u>RESTRICTED DATA</u>	Yes	b. <u>RECEIVE CLASSIFIED DOCUMENTS ONLY</u>	No
c. <u>CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</u>	No	c. <u>RECEIVE AND GENERATE CLASSIFIED MATERIAL</u>	No
d. <u>FORMERLY RESTRICTED DATA</u>	No	d. <u>FABRICATE, MODIFY OR STORE CLASSIFIED HARDWARE</u>	No
e. <u>INTELLIGENCE INFORMATION</u>		e. <u>PERFORM SERVICES ONLY</u>	No
<u>(1) Sensitive Compartmented Information (SCI)</u>	No		
<u>(2) Non-SCI</u>	Yes	f. <u>HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</u>	No
f. <u>SPECIAL ACCESS INFORMATION</u>	No	g. <u>BE AUTHORIZED TO USE THE SERVICES OF DEFENSE</u>	Yes

		<u>TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</u>	
<u>g NATO INFORMATION</u>	Yes	<u>h. REQUIRE A COMSEC ACCOUNT</u>	No
<u>h FOREIGN GOVERNMENT INFORMATION</u>	No	<u>i. HAVE TEMPEST REQUIREMENTS</u>	No
<u>i LIMITED DISSEMINATION INFORMATION</u>	No	<u>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</u>	No
<u>j FOR OFFICAL USE ONLY INFORMATION</u>	Yes	<u>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</u>	No
<u>k OTHER (Specify)</u>	Yes See Attachment A	l. OTHER (Specify)	Yes See Item 13

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

Through

**Commander, Marine Corps Systems Command (LAW),  
2200 LESTER STREET QUANTICO VA 22134-6050**

to the Directorate for Freedom on Information and Security Review, Office of the Assistant Secretary of Defence ( Public Affairs) \* for review  
\* In the cases of non-DoD User Agencies, requests for disclosure shall be submitted to the agency.

**13. Security Guidance.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

2. Pre-award access is not required. This DD Form 254 reflects the security requirements for the contract when awarded.

10b. RESTRICTED DATA will be handled and controlled as indicated in the NISPOM. This contractor is permitted access to CNWDI in performance of the contract. The Government program manager or designated representative ensures the contractor security supervisor is briefed for access to CNWDI by a Government representative prior to granting access. Access requires a final U.S. Government clearance at the appropriate level.

10e(2) Contractor requires access to the SIPRNET, as certified by the COR. Intelligence Data residing on the SIPRNET shall only be accessed when required in support of the Statement of Work (SOW). Individuals lacking a valid requirement, shall not intentionally access or download Intelligence Data.

Written approval of the User Agency Contracting Officer is required prior to subcontracting. A final or interim U.S. government clearance, at the appropriate level, is required prior to access to SIPRNET intelligence information. When contractors that have a SIPRNET account are terminated from the contract they must physically check out with Security (room 145) to be debriefed and account disabled.

10g. North Atlantic Treaty Organization (NATO) information will be handled and controlled as indicated in the NISPOM. Access requires a final U.S. Government clearance and special briefings at the appropriate level. Access to NATO classified information based on an interim security clearance shall be subject to the following conditions per Central Registry Newsletter No 17 dtd 12/05/2001: -approval by the authority who is granting the access to U.S. classified information based on the interim security clearance -written authorization, maintain as a record -interim clearance held is at the Secret or Top Secret level -process for a final security clearance has been initiated; and -individual has received and acknowledged a briefing on NATO security requirements. Prior approval from the MCSC Contracting Officer is required for subcontracting.

10j The contractor shall comply with the requirements of the SECNAV M-5510.36 and DOD 52001-R Appendix C for the procedures for handling, marking, storing, transmitting, releasing and destruction of "For Official Use Only" (FOUO) information.

11a. The contractor requires access to classified source data up to and including the classification levels identified in item 1 of this DD Form 254 in support of this work effort. Contract performance is restricted to. , All Classified material generated, fabricated, or modified by this contract will be returned to the respective government activity or facility Security Officer for retention.

11g. DTIC services required. Contractor is authorized to use DTIC and will require to prepare and process DD Form 1540, through the COSR.

Security Classification guides required during this contract is/are Secret or higher and will be provided under separate cover by the project officer.

In addition to the reporting requirements directed by the NISPOM, the contractor will provide a concurrent report of loss or compromise of classified information to the Commanding General, Marine Corps Systems Command (MCSC) ( Attn: Security Manager) 2200 Lester Street Quantico VA 22134-6050.

Per DoD Memorandum Dtd April 1, 2005 Subject: Facilitating Classified Visits within the Department of Defense and the National Industrial Security Program Operating Manual (NISPOM), as amended by Industrial Security Letter (ISL) 02-X, mandates industry use of JPAS. JPAS Industry Sub Committee Doc 004 Rev 000: all contractors under DoD security cognizance will use JPAS for all personnel security actions. If you have not requested a JPAS account, you must do so within 90 days after contract has been awarded. All requests shall contain the information required by the NISPOM and shall not exceed a 12 month period.

Contractors will conduct a security review and comply with MCSC 5239.2A, 'WEB SITE ADMINISTRATION' prior to entering government information on a home page (contractor or government web page site). Copy of this order will be provided by the project officer under separate cover to the contractor. Contractor will ensure all articles (including graphics) intended for public release or posting on internet/World Wide Web sites will be processed through the office listed in Item 12 before posting.

All Government Badges issued under this contract will be returned immediately to the MCSC CENTRAL SECURITY STATION upon termination of contract, or individual terminations. When an individual contractor is terminated, for any reason, it is the responsibility of the Facility Security Officer to

immediately notify the Command Security Manager, MCSC 2200 Lester Street, Quantico VA 22134-6050. Failure to comply could result in the suspension of all contractor proximity key and NT accounts.

If additional contracting requirements exist where retention of classified information by the contractor facility is required, a written request to retain material for a period but not to exceed 2 years is required.

All work performed within MCSC sites, will follow the Information Security regulations SECNAVINST 5510.36, 5510-30A and local command security instructions.

ADP PROCESSING: The contractor shall comply with the requirements of the Information Systems Security Programs as described in OPNAVINST 5239.\_ series, DoD 5220.22-M (Chapter 8), and local command information systems security instructions. All systems, regardless of the level of data processed, will be accredited in accordance with the above instructions. Use of cellular phones, hand-held radios, beepers and/or pagers, cordless telephones, and cordless microphones will be restricted from areas where US Government Protected Information is processed or discussed.

The Contracting Officer and the Project Officer for this contract is Beverly Hobbs Telephone Number 703-432-4919

**14. ADDITIONAL SECURITY REQUIREMENTS.**

No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office.

No

a. CONTRACTOR, c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR, e. ADMINSTRATIVE CONTRACTING OFFICER, f. MCSC (OOU) AND BizOps

QUALITY ASSURANCE- ATTACHMENT 4

QUALITY ASSURANCE SURVEILLANCE PLAN

**1. Objective.** This Quality Assurance Surveillance Plan (QASP) serves as the principal basis for assessing overall performance quality associated with Task Orders issued under the Contracts Support Contract. This document will be used by the Government to assess the effectiveness of the Contractor's management and technical services. This QASP provides the methodology by which the Contractor's performance will be monitored to determine compliance with established performance objectives and to establish performance benchmarks that ensure a quantifiable basis for measuring effectiveness. The plan is designed so that surveillance is limited to that which is necessary to verify the Contractor is performing management and technical services satisfactorily and relates directly to performance objectives of the performance objectives delineated in the SOW.

**2. Government Surveillance.** The Technical Representative for this task will be assigned on each individual task order, and their authority will be limited to administering specific technical aspects of the task order. The Technical Representative will not provide direction that is outside the scope of responsibilities delineated under this task order and will defer any conditional interpretations to the Procuring Contracting Officer. The Technical Representative will:

- Maintain a detailed knowledge of the technical requirements of the contract;
- Document Contractor performance in accordance with the QASP;
- Identify and immediately forward notifications of deficient, or non-compliant performance to the Contracting Officer;
- Approve priorities of support, resources, and associated schedules.

**3. Surveillance Methods. Surveillance of Contractor performance is the method used by the Government to determine whether the contractor is effectively and efficiently complying with all terms and conditions of the task order. In addition to statistical analysis, the functional expertise of the Technical Representative plays a critical role in adequately evaluating contractor performance. The below listed methods of surveillance shall be used in the administration of this QASP and the standards are delineated by the applicable Statement of Work (SOW) reference in the Performance Requirements Survey (PRS) table at Enclosure 1:**

(a) **Demonstration** - A qualification method that is carried out by operation and relies on observable functional operation. It does not require the use of instrumentation or special test equipment;

(b) **Analysis**. A qualification method that is carried out by examining and assessing the application of techniques in order to determine if they are appropriate and sufficient. The quality of performance can be determined from government or contractor task-based or Management Information System (MIS) reports, contractor ISO 9000 techniques and procedures, or from government observation of completed tasks. In some instances, reports may be available in the form of information on a contractor's performance against contract requirements. Reports generally provide information regarding various characteristics of tasks and can, therefore, be used to determine acceptability of a contractor's performance.

(c) **Inspections**: A qualitative inspections can be accomplished through one of the following techniques:

(d) **Random or Stratified Sampling**: With random sampling, services are sampled to determine if the level of performance is acceptable. Random sampling works best when the number of instances of the services being performed is very large and a statistically valid sample can be obtained. Stratified sampling focuses on selected parts of total contractor output for sampling. Computer programs may be available to assist in establishing sampling procedures.

(e) **Periodic Inspection, Judgmental Inspection or Planned Sampling**: This method, sometimes called "planned sampling," consists of the evaluation of tasks selected on other than a 100% or random basis.

4. Performance Requirements. **The performance requirements set forth in this section correspond to the SOW paragraphs delineated in the table. Enclosure (1) of this document provides standards for performance for specific requirements:**

Contract Administration and Business Support. The Contractor will be evaluated on the basis of their product quality, contract business support, and overall ability to execute the requirements of the supplemental budget authority coincident with schedules and program milestones.

**Enclosure 1**

**PERFORMANCE REQUIRMENTS SURVEY (PRS)**

<b>Performance Objective</b>	<b>SOW</b>	<b>Performance Standard</b>	<b>Quality Level<sup>1</sup></b>	<b>Method of Surveillance</b>
Provide Contract Solicitation Support	C.4.1.2	Acceptable performance has been met when the quality of products and supporting actions associated with task requirements has been accepted by the Government as effectively supporting program goals.	Excellent Acceptable Poor	Inspection Analysis Demonstration

TASK ORDER REQUEST- ATTACHMENT 4

**Task Order Request (TOR) for Proposal**

**Date of Task Order:** \_\_\_\_\_

**Task Order Number:** \_\_\_\_\_

This Request for Task Proposal/Task Order is issued pursuant to contract for contracting support services for Marine Corps Systems Command (MCSC). The contractor shall submit a Task Order Proposal (TOP) within \_\_\_\_\_ working days from the issuance date of Task Order request.

**1. Contractor(s)**  
**DUNS:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_

**Contract No.** \_\_\_\_\_  
**TIN:** \_\_\_\_\_

**2. Specific Service Required** (check one or more as applicable).

<sup>1</sup>Numerical values for the adjectival ratings are: >.95 – Excellent – Exceeds standard compliance; .85 - .95 standard compliance – Acceptable; and <.85 – unacceptable. For the first award term, a contractor must receive a rating of .85 or greater. To qualify for a second award term, a contractor must receive an rating of .95 or greater.

## Pricing Schedule

- Contract Services Support Services
- Business Operation Support Services

**3. Brief Description of Service** (attachment may include more detailed Statement of Work with deliverables).

**4. Documents required for evaluation of Task Order Proposal**

- Resume for each individual proposed
- Cost/Price Proposal (See Page 2)

**5. Period of Performance**

MCSC anticipates work under this Task Order will commence on or not later than \_\_\_\_\_ and the period of performance will end on \_\_\_\_\_ (\_\_\_\_\_ months).

**6. Selection Factors for Competitive Task Proposals** (If Applicable)

- Personnel Qualification (Resumes)
- Cost/Price

The proposal will be evaluated on two evaluations factors (1) Personnel Qualification (Resumes) and (2) Cost/Price, in descending order of importance or equally order of importance.

**7. Place of Performance** (check one or more as applicable)

- On-site
- Off-site

**8. Total Task Order Cost** Not To Exceed \$ \_\_\_\_\_

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\_\_\_\_\_  
Name and Signature of Contractor      Date

\_\_\_\_\_  
Name and Signature of Contracting Officer      Date

<b>Name of Person</b>	<b>Labor Category</b>	<b>Estimated Quantity</b>	<b>Estimated Hours</b>	<b>Proposed Rate</b>	<b>Total</b>
	Contract Specialist-Senior		Hours		
	Contract Specialist-Journeyman		Hours		
	Contract Specialist-Junior		Hours		
	Procurement Analyst-Senior		Hours		
	Procurement Analyst-Journeyman		Hours		
	Database Administrator		Hours		
	Web Developer-Intermediate		Hours		
	Administrative Assistant		Hours		
	Program Analyst		Hours		
	<b>Estimated Travel</b>				\$
	<b>Total NTE Amount</b>				\$