ORDER FOR SUPPLIES OR SERVICES (FINAL)

PAGE 1 OF 2

1. CONTRACT NO.	2. DELIVERY ORDER NO.	3. EFFECTIVE DATE	4. PURCH REQUEST NO.	5. PRIORITY
N00178-04-D-4012	EFE2	2009 Sep 30	N62473-09-NR-55565	Unrated

6. ISSUED BY CODE N62473
NAVFAC SOUTHWEST
1220 Pacific Highway, Building 127
San Diego CA 92132

7. ADMINISTERED BY CODE S2404A
DCMA VIRGINIA
10500 BATTLEVIEW PARKWAY, SUITE 200
MANASSAS VA 20109-2342

8. DELIVERY FOB
- [ ] DESTINATION
- [ ] OTHER
- [ ] *(See Schedule if other)*

9. CONTRACTOR CODE 07MU1 FACILITY 067641597
General Dynamics Information Technology, Inc.
3211 Jermantown Road
Fairfax VA 22030-2844

10. DELIVER TO FOB POINT BY *(Date)*
See Schedule

11. X IF BUSINESS IS
- [ ] SMALL
- [ ] SMALL DISADVANTAGED
- [ ] WOMEN-OWNED

12. DISCOUNT TERMS
Net 30 Days
WIDE AREA WORK FLOW

13. MAIL INVOICES TO THE ADDRESS IN BLOCK
See Section G

14. SHIP TO CODE
See Section D

15. PAYMENT WILL BE MADE BY CODE HQ0338
DFAS Columbus Center,South Entitlement Operations
P.O. Box 182264
Columbus OH 43218-2264

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER

DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.
PURCHASE		Reference your _____ furnish the following on terms specified herein.
		ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED *(YYYYMMDD)*
General Dynamics Information Technology, Inc.		Mark Drury	

- [ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
	See Schedule				

**If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*

24. UNITED STATES OF AMERICA
BY [redacted]
09/29/2009
CONTRACTING/ORDERING OFFICER

25. TOTAL $404,284.12

26. DIFFERENCES

27a. QUANTITY IN COLUMN 20 HAS BEEN
- [ ] INSPECTED
- [ ] RECEIVED
- [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: _____

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. D.O. VOUCHER NO.	30. INITIALS

- [ ] PARTIAL
- [ ] FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

f. TELEPHONE

g. E-MAIL ADDRESS

31. PAYMENT
- [ ] COMPLETE
- [ ] PARTIAL
- [ ] FULL

34. CHECK NUMBER

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.

a. DATE

b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY *(Print)*	39. DATE RECEIVED	40. TOTAL CON-TAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

GENERAL INFORMATION

Amendments 0001 through 0002 are incorporated into the task order.

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	SW95 - Program Manager V (1 position) to perform the duties of a NEPA Planner.				[redacted]
5000AA	Funding CLIN 5000: SW95 - Program Manager V (1 position) to perform the duties of a NEPA Planner. (O&MN,N)	1.0	Lot	[redacted]	
5001	SW96 - Program Manager V (1 position) to perform the duties of a NEPA Planner. Option.				[redacted]
5001AA	Funding CLIN 5001: SW96 - Program Manager V (1 position) to perform the duties of a NEPA Planner. (TBD) Option	1.0	Lot	[redacted]	
5002	SW97 - Program Manager V (1 position) to perform the duties of a NEPA Planner. Option.				[redacted]
5002AA	Funding CLIN 5002: SW97 - Program Manager V (1 position) to perform the duties of a NEPA Planner. (TBD) Option	1.0	Lot	[redacted]	
5003	SW98 - Program Manager V (1 position) to perform the duties of a Senior Technical Advisor.				[redacted]

5003AA Funding CLIN 1.0 Lot [redacted]
5003: SW98 - Program Manager V (1 position) to perform the duties of a Senior Technical Advisor. (O&MN,N)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6000	Travel and Other Direct Costs for Program Managers V (4 positions).			[redacted]
6000AA	Funding CLIN 6001: Travel and Other Direct Costs for Program Managers V (4 positions). [redacted] NTE for each Program Manager. (O&MN,N)	1.0	Lot	[redacted]

SECTION C DESCRIPTIONS AND SPECIFICATIONS

Statement of Work

for

Environmental Program Support

NAVFAC SW Environmental

San Diego, California

PMB Approvals: SW95 & SW96 through SW98

1 BACKGROUND

Naval Facilities Engineering Command, Southwest – San Diego (NAVFAC SW) Office is issuing this performance based, term type task order that defines the customers project goals and objectives to meet their specific agency requirements. The contractor shall provide the required employees, and the necessary management and administrative support for this Task Order.

The Environmental Business Line (EVBL) has overall responsibility for executing Environmental Quality (NEPA, Compliance, and Natural/Cultural resources) and Environmental Restoration projects for Navy and Marine Corps clients within the NAVFAC SW Area of Responsibility (AOR) (California, Arizona, Utah, New Mexico, Nevada, and Colorado). Related efforts include program oversight, acquisition planning and project management.

2 OBJECTIVE

The objective of this Statement of Work (SOW) is to provide professional level services for program management, project management, and technical support services necessary to assist the EVBL as described in this SOW.

3 SCOPE OF WORK

The Contractor is required to provide program and project management support as described in the basic contract to assist the overall management of the Environmental Quality and Environmental Restoration Programs.

Role of the Contractor: The Contractor shall provide resources to:

- Provide technical expertise and advisory support to NAVFAC SW Program and Project Managers, on Environmental Quality and Restoration projects as assigned and required. Support includes assistance with development of project scopes, schedules, budgets, status reports and briefs in support of project programming, planning, and implementation efforts.

- Support EVBL policies, positions, procedures and interests in meetings with stakeholders, including but not limited to team members, base representatives, Navy leadership (such as CNRSW and COMPACFLT), contractors, and regulators.

Locations Supported: Potential supported sites include all installations within the NAVFAC SW AOR with the preponderance of work in the San Diego metro area.

4 SPECIFIC TASKS

The Contractor shall be directly responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. The Contractor shall be responsible for providing four Program Manager V technically qualified personnel to perform the work specified in this SOW.

The Contractor shall provide oversight and administration of all Contractor staff. This includes addressing all Community Management, Human Resource needs, planning and coordinating leave, and conducting employee reviews and appraisals.

The work history of each Contractor employee must contain experience directly related to the task and

functions he/she is intended to perform under this contract. The Government reserves the right, during the life of this contract, to request work histories on any Contractor employee for the purposes of verifying compliance with the requirements of this SOW.

CLIN 5001AA, PROGRAM MANAGER V - NEPA PLANNER (1 position), is a pre-priced options to the task order and the Government reserves the right to exercise the options within 90 days from award.

CLIN CLIN 5002AA, PROGRAM MANAGER V - NEPA PLANNER (1 position), is a pre-priced options to the task order and the Government reserves the right to exercise the options within 90 days from award.

4.1 **Program Manager V (3 positions) to perform the duties of a NEPA Planner.**

Three (3) Program Managers performing as NEPA Planners are required for this task order. NEPA Planners shall possess a Bachelor Degree (an advanced degree is preferred) and certification within their respective discipline area, or a similar combination of academic and engineering/scientific technical expertise with demonstrated work experience on technically complex projects. Relevant work experience including at least 10 years of specialized NEPA experience is required; most of which should include work performed for the Navy managing large NEPA projects. Knowledge and technical specialization within several environmental media or subject matter areas is highly desirable.

Work includes providing support to Government program managers for a variety of EA and EIS projects within the NAVFACSW footprint. Also included are providing NEPA technical guidance on an as needed basis, preparing project related NEPA documents including the FONSI or ROD, the CCD or CCND, RONA, NOA, 404 permitting packages, NPDES permitting packages, and transmittal letters necessary for project finalization and implementation, identifying necessary surveys, permitting requirements, agency consultations and agency coordination to ensure that NEPA project schedules are accurate and do not experience delays due to unidentified project coordination requirements, providing NEPA guidance to action proponents and coordinate the document processing requirements for all projects proposed to be located within the NAVFAC SW footprint and act as liaison between project proponents and their agents and CNIC/CNO.

4.2 Program Manager V (1 Position) to perform the duties of a Senior Technical Advisor

One Technical Advisor for the Environmental Restoration (ER) Program will be required for this order.

The Senior Technical Advisor shall possess a PhD and registration or certification within their respective discipline area, or a similar combination of academic and engineering/scientific technical expertise with demonstrated work experience on technically complex projects. Relevant work experience including a minimum of fifteen (15) years experience is required; most of which should include work performed for the Navy.

Work includes providing technical assistance and advisory support to the ER Core team and IPTs, including PhD-level scientific analyses. Expert knowledge and expertise in areas such as emerging contaminants, perchlorate, fate and transport of contaminants, ecological and human health risk assessments, and optimization of remedies is required. Project level activities include reviewing technical documents and decision documents, providing written or verbal comments on these documents, participating in project meetings, and resultant interaction with staff, regulators, and contractors. Serves as POC for issues related to perchlorate and other emergent chemicals, regulatory reporting requirements, optimization, and Applicable or Relevant and Appropriate Requirements (ARARs). Researches emerging regulations and issues that may affect the ER Program. Provides management level reviews of projects based on broad-base scientific and engineering disciplines. Serves as an active workgroup member in the following: NAVFAC Optimization Workgroup, NAVFAC Risk Assessment Workgroup, and NAVFAC BMS Team for Existing ER Processes, California Perchlorate Workgroup, DoD Materials of Evolving Regulatory Interest Team, NFECSW ARARs Workgroup, and the NFECSW Naval Installation Restoration Information Solution (NIRIS) Technical Advisory Board. Assists in the development of ER technical guidance documents, policies and business processes at the local and national levels.

5 OTHER PERFORMANCE REQUIREMENTS

5.1 Training

Professional certifications that have a requirement for continuous learning shall be met and maintained at the Contractor's expense. Government may provide other training as deemed appropriate.

5.2 Technical Understanding/Capability

Within 5 days of award, the Contractor shall provide and present to the Government, the plan used by the contractor to provide highly qualified environmental personnel, including managing personnel performance through out the contract. Discussion to include the process used for evaluating, assigning,

retaining personnel and maintaining an experienced workforce throughout the performance of this contract. The process the Offeror will use for evaluating, assigning, retaining personnel and maintaining an experienced workforce throughout the performance of this contract. The process the Offeror will use to manage acceptable performance of all personnel, including communication plan, employee recognition/awards program plan, termination and replacement plan.

5.3 Orientation Briefing

Within 10 days of award, the Contractor shall conduct an orientation briefing for the Government. The Government does not want an elaborate orientation briefing nor does it expect the Contractor to expend significant resources in preparation for this briefing. The intent of the briefing is to initiate the communication process between the Government and Contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives.

The Orientation Briefing will be held at NAVFAC SW in San Diego, California or another designated location or by teleconference, and the date and time will be mutually agreed upon by both parties.

The completion of this briefing will result in the following:

a) Introduction of both Contractor and Government personnel performing work under this Task Order.

b) The Contractor will demonstrate confirmation of their understanding of the work to be accomplished under this SOW.

5.4 Security Requirements

Unless otherwise determined by NAVFAC SW, work under this task order is unclassified. However, Trustworthiness Security, see paragraph 5.5, is required as determined by the EVBL. The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and government personnel work

products, which are obtained or generated in the performance of this task order. The Contractor must pass a background investigation if required.

5.5 Trustworthiness Security – Navy Contract/Task Orders

Purpose: Reference is hereby made to Navy awarded contracts requiring Contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although this contract is not classified and therefore Contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. A Contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DoN computer systems must pass a National Agency Check to verify their trustworthiness and the Contractor shall provide acceptable substitute(s) for those personnel that are rejected. Also, Command will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the Contractor employees. The following addresses those requirements for Trustworthiness Security.

"Each Contractor employee will have a favorably completed National Agency Check (NAC).

If Contractor personnel currently have a favorably adjudicated NAC the Contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year.

If no previous investigation exists the Contractor personnel will complete the requirement for a Trustworthiness NAC.

If the Contractor employee is a Foreign National, prior approval of the Information Assurance Manager (IAM) is required. Access may be granted to Foreign Nationals who have a need to know, when at least one of the following applies:

(a) Foreign National is employed by DoD, or

(b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or

(c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity.

The Trustworthiness NAC is processed through the Command Security Manager. The Contractor shall provide the completed SF-85P and two applicant fingerprint cards (FD 258). The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (OPM) who will conduct the NAC.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written notification to the Contractor advising whether or not the Contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information.

Trustworthiness determinations are the sole prerogative of the Commanding Officer of the sponsor activity. If the Commanding Officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The Contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure."

5.6 Contractor Interfaces

The Contractor and/or his Sub-Contractors may be required as part of the performance of this effort to work with other Contractors working for the Government. Such other Contractors shall not direct this Contractor or this Contractor's Sub-Contractors in any manner. Also, this Contractor and/or its Sub-Contractors shall not direct the work of such other Contractors in any manner.

5.7 Non-Personal Service Statement

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the SOW. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

5.8 Disclosure of Information

Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

The Contractor agrees to assume responsibility for protecting the confidentiality of Government records and other records disclosed or made available to the Contractor in connection with the performance of this contract, which is not public information. Each Contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

The Contractor shall be required to complete a non-disclosure agreement prior to task beginning.

5.9 Access to Proprietary Data

Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or Contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort except to authorized Government personnel or upon written approval of the Contracting Officer (KO). The Contractor shall not use,

disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the Government between the Contractor and the data owner which provides greater rights to the Contractor.

5.10 ORGANIZATIONAL CONFLICTS OF INTEREST

The Contractor acknowledges that it is familiar with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR. If performance of any SOW requires the Contractor (to include Sub-Contractors) to supply technical support related to systems or projects with which the Contractor is already directly concerned, either by prime or subcontract, the Contractor shall so immediately inform the Contracting Officer. The SOW may be withdrawn if a conflict is found. The Contractor shall not undertake performance of any SOW that requires it to supply technical support regarding such systems until the notice is given and written consent to proceed is issued by the Contracting Officer.

5.11 Hours of Work

Contract employees' work schedules will be compatible with the Government's operating hours. Typically, operating hours are 7:30 AM to 4:00 PM, Monday through Friday, with the exception of Federal Government holidays. Overtime may be required and authorized by the Contracting officer. Contractor requests for alternate working schedules shall require approval from the Designated Point of Contact.

5.12 Productive Direct Labor Hours

The Contractor shall charge the Government only for "Productive Direct Labor Hours". "Productive Direct Labor Hours" are defined as those hours expended by Contractor personnel in performing work under this effort. This does not include sick leave, vacation, Government or Contractor holidays, jury duty, military leave, or any other kind of administrative leave such as acts of God (i.e. hurricanes, snow storms, tornadoes, etc), Presidential funerals or any other unexpected government closures.

5.13 Government Holidays

The following Government holidays are normally observed by Government personnel: New Years Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation. Government personnel also take other kind of administrative leave such as acts of God (i.e. hurricanes, snow storms, tornadoes, etc), Presidential funerals, or any other unexpected Government closures.

5.14 Payment for Unauthorized Work

No payments will be made for any unauthorized supplies and/or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

5.15 Contractor Personnel

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as Sub-Contractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the SOW. Resumes submitted for employees assigned to perform under this SOW are considered key personnel and shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

5.15.1 Maintaining Satisfactory Performance

The Contractor's Program Manager shall meet with the KO/COR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government / Contractor procedures. At these meetings, a mutual effort will be made to resolve and problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within two (2) workdays of the subject meeting.

5.15. 3 Physical Security

The Contractor shall be responsible for safeguarding all government property provided for Contractor use. At the end of normal duty hours and/or after normal duty hours, all government facilities, equipment and materials must be secured.

5.15. 4 Key Controls

The Contractor shall establish and implement methods of making sure all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the Government. The Contractor shall immediately report to the CO any occurrences of lost or duplicated keys.

In the event keys, other than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the CO, to re-key or replace the affected lock or locks at no cost to the Government. The Government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the Contractor. If a master key is lost or duplicated, the Government will replace all locks and keys for that system and deduct the total cost of that replacement from the monthly payment due the Contractor.

The Contractor must prohibit the use of keys issued by the Government by any persons other than the Contractor's employees. Opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in performance of work requirements in those areas is prohibited.

6 PLACE(S) OF PERFORMANCE

Services may be provided off-site, on-site, or a combination of, depending on program requirements. However, the majority of the work will be performed at the Government facilities in San Diego, CA, located at 1220 Pacific Highway, San Diego, CA 92132. Work may also be performed at other Government facilities including but not limited to, Marine Corps Base Camp Pendleton, CA, 92055.

7 PERIOD OF PERFORMANCE

The period of performance for this effort is 30 September 2009 to 29 September 2010.

8 DELIVERABLES/DELIVERABLE SCHEDULE

In fulfillment of this effort, the Contractor shall provide the following deliverables. All deliverables shall be submitted to the designated points of contact, unless otherwise agreed upon.

Unless otherwise specified, the Government will have a maximum of ten (10) working days from the day the draft deliverable is received to review the document, provide comments back to the Contractor, and approve or disapprove the deliverable(s). The Contractor will also have a maximum of ten (10) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be workdays unless otherwise specified.

Deliverables shall follow the Contractor's format. Contractor shall provide one copy of the final deliverables on MS-DOS compatible electronic media on CD ROM in a required software format specified by the designated point of contact.

8.1 Communication Plan

The Contractor shall provide a plan outlining the processes to be used by the Contractor to assure effective and timely communication with its employees.

8.2 Monthly Status Report

The Contractor shall document the efforts performed under this SOW in a detailed Monthly Status Report due on or before the 10th of each Month. The status report shall include, at a minimum:

· Progress for the period: detailed progress report of findings, activities and accomplishments during the reporting period, and summary of work accomplished during the reporting period and percent complete.

· Activities planned for the next reporting period: planned activities, as well as the status of any/all deliverables, including planned delivery date(s) and actual and/or anticipated delivery date(s).

· Problems encountered: identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems.

· Strategy revisions: recommended changes to include any lessons learned.

· The expected date for completion.

8.3 Final Report

The Contractor shall provide a final report, to the designated point of contact, at the conclusion of this contract. The report will summarize tasks accomplished, turn over of project files, unresolved ongoing projects and issues, objectives achieved, significant issues, problems and recommendations to improve the process in the future.

8.4 Deliverable Table

Reference	Milestone/Deliverable	Responsibility	Date
5.2	Technical Understanding/Capability	Government/Contractor	05 working days after award

5.3	Orientation Briefing	Government/Contractor	10 working days after award
8.1	Communication Plan	Contractor	05 working days after award
8.2	Monthly Status Report	Contractor	10th of each month
8.3	Final Report	Contractor	30 days prior to contract completion.

8.5 Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the designated point of contact. Certification by the Government of satisfactory services provided is contingent upon the Contractor performing in accordance with the terms and conditions of the contract.

8.6 General Acceptance Criteria

General quality measures, as set forth below, will be applied to each work product received from the Contractor under this statement of work.

· Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.

· Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.

· Consistency to Requirements - All work products must satisfy the requirements of this statement of work.

· File Editing - All text and diagrammatic files shall be editable by the Government.

· Format - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.

· Timeliness - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

9 QUALITY ASSURANCE

The designated point of contact will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the designated point of contact will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by written approval and acceptance by the designated point of contact. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

10 ADMINISTRATIVE CONSIDERATIONS

10.1 Correspondence

To promote timely and effective administration, correspondence shall be subject to the following procedures:

a) Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the designated point of contact with an information copy to the Contract Administrator (CA).

b) All other correspondence (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this SOW) shall be addressed to the CA with an information copy to the designated point of contact.

10.2 Points of Contact

10.2.1 Contract Administrator

The CA for this effort is as follows:

Name: [redacted]

Address: 1220 Pacific Highway, San Diego, CA 92108

Phone: [redacted]

Email:

10.2.2 Designated Points of Contact

A list of designated points of contact will be provided to the Contractor 10 days after award.

11 INVOICING

The Contractor shall bill no more than once monthly. Invoices must include, as a minimum, the following information for each individual:

- Contract number

- Contractor name and point of contact

- Invoice number and date

- Time Period Covered

- Total value of contract through modification

- Percentage of performance complete

- Value of completed performance

- Total of prior payments

- Amount of this invoice

- Productive Direct Labor Hours for the current billing period and cumulative to date

- Labor Category(s)

- Hourly Rate

- Any Travel or Other Direct Costs (ODCs) incurred (including supporting documentation/receipts for all charges) for the current billing period and cumulative to date. A designated point of contact will

be provided to the Contractor within 10 days after award. All payment requests must be submitted electronically through NAVFAC SW. Hardcopy invoices shall not be accepted, unless requested by NAVFAC SW. "Payment request" means any request for contract financing payment or invoice payment by a Contractor. To constitute a proper invoice, the payment request must conform to the requirements identified in FAR 32.905(b), "Payment Documentation and Process" and FAR 52.232-25, "Prompt Payment (OCT 2003)." To ensure the timely processing of invoices NAVFAC SW uses an automated "workflow" process to route invoices for review, approvals and payment; as required by the "Prompt Payment Act."

In Wide Area Workflow (WAWF), the above supporting documentation shall be attached to the invoice, in the form of an Adobe PDF file.

12 TRAVEL

Navy Facilities Command Southwest Supervisor approval is mandatory for any reimbursable travel in support of the task order's requirements. Reimbursable travel funding is required before travel reservations are made. Reimbursable travel not funded at task order award requires a modification of the task order to include the supplemental travel.

All travel shall be in accordance with the Government's Joint Travel Regulation (JTR) or Federal Travel Regulation (FTR). All travel shall be approved, by the technical point of contact, prior to commencement of travel. Travel vouchers and supporting documentation must be presented for payment with its invoice for payment. Local travel may be required as a condition of Contractor performance and is not reimbursable.

Limited travel is anticipated. The number of trips is undetermined. The majority of trips will require travel to work sites within the NAVFAC SW area of responsibility. The task order shall include a "Not to Exceed" dollar amount for travel no greater than $40,000.00 Travel by air may be required. It is expected that Contractor personnel shall be located at or near the Government facility in San Diego, CA and no per diem or relocation costs will be reimbursed under this contract.

13 CENTRAL CONTRACTOR REGISTRATION (CCR) – NEW CONTRACTS

Not used.

14 POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE

Interim and final evaluations of Contractor performance will be prepared on this effort in accordance with FAR Subpart 42.1500. A final performance evaluation will be prepared, by the designated point of contact, at the time of completion of work. In addition to the final evaluation, interim evaluations may be prepared, by the designated point of contact, annually to coincide with the anniversary date of this effort.

Interim and final evaluations will be provided to the Contractor as soon as practicable after completion of the evaluation. The Contractor will be permitted thirty (30) calendar days to review the document and to submit additional information or a rebutting statement. Any disagreement between the parties regarding an evaluation will be referred to an individual one level above the CO, whose decision will be final.

Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

15 SECTION 508 COMPLIANCE REQUIREMENTS

Not applicable.

16 GOVERNMENT FURNISHED PROPERTY/INFORMATION

16.1 Government Furnished Information

The Government shall provide introductions to all key Government representatives along with a briefing on their roles and functions in the organization, initial familiarization/orientation of task requirements, and any required hardware and software manuals or other documentation. Published guidance will be provided by the Government as needed, including but not limited to a variety of Federal, Department of Defense, Department of Navy, Naval Facilities Engineering Command, publications, manuals, directives, standards, policies, and procedures.

16.2 Government Furnished Facilities, Equipment, Materials, and Services

The Government shall furnish work space, furnishings, office supplies, document duplication facilities, telephone service, and computer resources including access to processors, terminals, printers, software, and data. The Contractor shall specify in the proposal any such resources that are not being furnished by the Government that are, in the Contractor's judgment, required to accomplish this task.

17 CONTRACTOR FURNISHED PROPERTY/INFORMATION

Upon commencement of this effort, unless otherwise indicated, the Contractor will provide the following:

17.1 Contractor Furnished Facilities and Supplies

The Contractor shall not be required to provide facilities or supplies in support of this task.

17.2 Additional Contractor Requirements

Additional Contractor requirements include:

- Valid driver's license.

- Strong communication skills in the English language, both written and oral.

- U.S. citizenship or resident alien.

- U.S. Occupational Safety & Health Administration (OSHA) Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certification and appropriate refresher (if needed).

- Ability to perform regular and recurring field inspections, investigations, or surveys in which there is a considerable amount of walking, stooping, bending, and climbing.

- Ability to perform work in an office setting, with occasional visits to construction sites. Work involves moderate risks of discomforts that require adherence to safety precautions.

18 PERSONNEL REQUIREMENTS

Not used.

END OF SCOPE.

SECTION D PACKAGING AND MARKING

NOT APPLICABLE.

SECTION E INSPECTION AND ACCEPTANCE

E1 Inspection and Acceptance (Destination)

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Contracting Officer's Technical Representative (COTR), Remedial Project Manager, or Navy Technical Representative.

E2 Acceptance

The performance and quality of work delivered by the contractor, including services rendered and By documentation or written material compiled shall be subject to inspection, review, and acceptance by the government.

E3 Government Quality Assurance

In accordance with FAR 52.246-4 "INSPECTION OF SERVICES-FIXED PRICE (AUG 1996)" clause, paragraph (c), each phase of the services rendered under this contract is subject to government inspection during both the contractor's operations and after completion of the tasks. The Government's Quality Assurance Surveillance Program is not a substitute for Quality Control by the Contractor.

E4 Performance Evaluation Meetings

The Contractor shall meet with the Government at times designated by the Government and at no cost to the government to discuss overall management of the contract. A mutual effort shall be made to resolve all problems identified. The written minutes of these meetings, prepared by the Government, shall be signed by the Contractor's representative and the Government's representative. Should the Contractor not concur with the minutes, the Contractor shall state in writing, to the Contracting Officer any areas of disagreement within 15 calendar days.

E.4 5252.246-9304, ESTIMATING THE PRICE OF NONPERFORMED OR UNSATISFACTORY WORK (MAR 2002)

In accordance with the "CONSEQUENCES OF THE CONTRACTOR'S FAILURE TO PERFORM REQUIRED WORK" clause FAC 5252.246-9303, deductions may be taken for

nonperformed or unsatisfactory work. In the event the price of nonperformed or unsatisfactory work cannot be determined from the prices set out in the Schedule or on the basis of the actual cost to the Government, estimated methods may be used. Engineered Performance Standards (EPS) or other estimating sources may be utilized to estimate the cost of nonperformed work or the costs which would be incurred in remedying unsatisfactory work. The Government may estimate the cost using wage rate and fringe benefits included in the wage determinations included in the contract. Government estimates of the Contractor's overhead and profit rates, and Government estimates of material costs if applicable. Liquidated damages, to compensate the Government for administrative costs and other expenses resulting from the nonperformed or unsatisfactory performance, will be calculated in accordance with the "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED WORK" clause. A list of Engineered Performance Standards is contained in the Scope of work. (End of clause)

SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The period of performance for this task order is 30 September 2009 - 29 September 2010.

Services to be performed hereunder may be provided off-site, on-site, or a combination of, depending on program requirements. However, the majority of the work will be performed at the Government facilities in San Diego, CA, located at 1220 Pacific Highway, San Diego, CA 92132. Work may also be performed at other Government facilities including but not limited to, Marine Corps Base Camp Pendleton, CA, 92055.

SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
[redacted]
1220 Pacific Highway
San Diego, CA 92132
[redacted]

Contract Specialist
[redacted]
1220 Pacific Highway
San Diego, CA 92132
[redacted]

Accounting Data

SLINID	PR Number	Amount
5000AA	N62473-09-NR-55565	[redacted]

LLA :
AB 17 10101804 KU2N 0252 62470 8 068732 2D AB000Q ABELPX10EV33
Standard Number: N0017804D4012
This funding document is issued contingent upon the enactment of a FY 2010 DOD Appropriation Act or a FY 2010 Continuing Resolution and is subject to all provisions whichever act becomes applicable.

5003AA N62473-09-NR-55565 [redacted]
LLA :
AA 17 1010804 KU2N 0252 62470 8 068732 2D AA000Q AADMPX10EV33
Standard Number: N0017804D4012
This funding document is issued contingent upon the enactment of a FY 2010 DOD Appropriation Act or a FY 2010 Continuing Resolution and is subject to all provisions whichever act becomes applicable.

6000AA N62473-09-NR-55565 [redacted]
LLA :
AA 17 1010804 KU2N 0252 62470 8 068732 2D AA000Q AADMPX10EV33
Standard Number: N0017804D4012
This funding document is issued contingent upon the enactment of a FY 2010 DOD Appropriation Act or a FY 2010 Continuing Resolution and is subject to all provisions whichever act becomes applicable.

BASE Funding [redacted]
Cumulative F

SECTION H SPECIAL CONTRACT REQUIREMENTS

SPECIAL CONTRACT REQUIREMENTS

H.1 Contractor and Contract Employee Requirements

1. Contract employees shall answer the phone as follows:

NAME / (Name of Contractor) Support Contractor

2. All Contractor documents shall include the following:

Name / Company Name

Title

Support Contractor for (NAVFAC SW)

3. Emails shall include the following:

Name / Company Name

Title

Support Contractor for (NAVFAC SW)

4. Cubicles shall exhibit the following:

Name

Contractor Name / Contractor Support

Position Title

GEOGRAPHICAL ZONES.

Offerors may only respond to solicitations for this task order in the Southwest Zone.

SECTION I CONTRACT CLAUSES

Naval Facilities Acquisition Supplement:

5252.209-9300 Organizational Conflict of Interest
5252.237-9301 Substitution of Key Personnel
252.201-7000 Contracting Officer's Representative.

CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) *Definition.* "Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

5252.232-9301 INVOICING PROCEDURES ELECTRONIC (FEB 2009)

(a) In accordance with DFARS Clause 252.232-7003 titled "Electronic Submission of Payment Requests", this contract/order requires use of the DoD Wide Area Workflow (WAWF) system for the submission of invoices. This web-based system, located at https://wawf.eb.mil, provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.

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

(c) Within ten (10) days after award, the designated CCR EBPOC is responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988. Once the company's CAGE code is activated, the CCR EBPOC must self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must selfregister under the company's CAGE code at https://wawf.eb.mil.

(d) The contractor shall use the following document type, DODAAC codes with corresponding extensions, and inspection and acceptance locations when submitting invoices in WAWF:

Initial Document Creation requires the following:	
Contract Number	N00178-04-D-4012
Delivery Order Number	EFE2
Cage Code/Ext	07MU1
Pay DoDAAC	HQ0338
Document Type.	Invoice 2 in 1
On the WAWF "Header Tab" the following is required:	
Issue Date	29 September 2009
Issue By DoDAAC	N62473
Admin By DoDAAC	N62473
Inspect By DoDAAC/Ext	N62473/RAQ30
Ship To Code/Ext or Service Acceptor or Accept By DoDAAC/Ext	N62473/RAQ30
Ship From Code/Ext	"LEAVE BLANK"
LPO DoDAAC/Ext	N62473/RAQ30
"Once Submitted, select "Send More Email Notifications"	
Inspector Email Address	N/A
Accountable Official Email Address	N/A
Operations Assistant (OA) Email Address	N/A
Activity Fund Administrator email Address	N/A

The NAVFAC WAWF point of contact for this contract is [redacted] and can be reached at [redacted]

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore "_" which is an acceptable character. There is NO maximum to the number of files that can be attached to an invoice, however EACH file is limited to a maximum file size UNDER 2 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to "Send More Email Notifications." Select "Send More Email Notification" and add additional email addresses noted above in the first email address blocks. This additional notification to the Government is important to ensure that the specific acceptor/receiver is aware the invoice documents have been submitted into WAWF.

(f) If you have any questions regarding WAWF, please contact the WAWF helpdesk at 866-618-5988 or the NAVFAC WAWF point of contact identified above in section (d).

(End of clause)

SECTION J LIST OF ATTACHMENTS

1. Non Disclosure Agreement