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GENERAL INFORMATION

N00178-10-D-6237 N3319117F3006: This is a FFP MAC IDIQ task order to provide Planning and Estimating (P&E) and Functional Administration (FA) support services for PWD Djibouti, NAVFAC EURAFSWA.

Modification #01: The purpose of this modification is to:

Exercise Option Year 1, CLINS 8004, 8005, and 8006. Accordingly, subject Task Order is modified as follows:

Exercise OY1 CLIN:

CLIN 8002 (Planning and Estimating Support Djibouti) =

CLIN 8003 (Functional Administration Support Djibouti) =

CLIN 8004 (Functional Administration Support Djibouti) =

Total Option Year 1 Price =

a. As a result of this modification, the cumulative contract price is increased by

1. All other terms and conditions of this task order remain unchanged.

2. MOD REASON CODE: OPTP

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

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from

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CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8004	O&MN,N			
8005	O&MN,N			
8006	O&MN,N			

The total value of the order is hereby increased from

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8004			
8005			
8006			

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R499	BASE PERIOD - PLANNING AND ESTIMATING SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Requirements Branch of the Facilities Maintenance Division (FMD). (O&MN,N)				
8002	R499	BASE PERIOD - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS). (O&MN,N)				
8003	R499	BASE PERIOD - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Project Management and Engineering Branch (PMEB) (O&MN,N)				
8004	R499	OPTION PERIOD 1 - PLANNING AND ESTIMATING SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Requirements Branch of the Facilities Maintenance Division (FMD). (O&MN,N)				
8005	R499	OPTION PERIOD 1 - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS). (O&MN,N)				
8006	R499	OPTION PERIOD 1 - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Project Management and Engineering Branch (PMEB) (O&MN,N)				
8007	R499	OPTION PERIOD 2 - PLANNING AND ESTIMATING SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Requirements Branch of the Facilities Maintenance Division (FMD). (O&MN,N)				

Option

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8008	R499	OPTION PERIOD 2 - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS). (O&MN,N) Option				
8009	R499	OPTION PERIOD 2 - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Project Management and Engineering Branch (PMEB) (O&MN,N) Option				
8010	R499	OPTION PERIOD 3 - PLANNING AND ESTIMATING SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Requirements Branch of the Facilities Maintenance Division (FMD). (O&MN,N) Option				
8011	R499	OPTION PERIOD 3 - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS). (O&MN,N) Option				
8012	R499	OPTION PERIOD 3 - FUNCTIONAL ADMINISTRATION (FA) SUPPORT: The contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Project Management and Engineering Branch (PMEB) (O&MN,N) Option				

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT FOR

PLANNING AND ESTIMATING AND

FUNCTIONAL ADMINISTRATION

SUPPORT SERVICES FOR

CAMP LEMONNIER, DJIBOUTI, AFRICA

1. SCOPE

Under this task order, the Contractor will independently provide services as set forth in this document in support of the overall operational objectives of Naval Facilities Engineering Command Europe Africa Southwest Asia (NAVFAC EURAFSWA). This contract/task order requirement is to provide assistance in construction and facilities services support for the Public Works Department located at Camp Lemonnier, Djibouti, Africa. The primary duties are to provide public works support services are delineated as follows:

- A. Planning and Estimating (P&E) support services to support the Requirements & Facilities Support Contract Branches of the Public Works Department Djibouti.
- B. Functional Administration (FA) support services to support the Facility Support Contract (FSC) and Facilities Maintenance Facility Services Branch (FMFS) of the Facilities Engineering and Acquisition Division (FEAD)
- C. Functional Administration (FA) support services to support the Project Management and Engineering Branch (PMEB) of the Facilities Engineering and Acquisition Division (FEAD).

The Contractor shall provide oversight and administration of all Contractor personnel and shall direct the efforts in response to specific task orders, work requirements and administrative support needs. This includes addressing all Community Management, Human Resource needs, planning and coordinating leave, and conducting employee reviews and appraisals. Contractor personnel will perform independent of and without the supervision of any Government official.

Djibouti locality and visa requirements are discussed in Paragraphs 23 and 24 of this Performance Work Statement. The Contractor must thoroughly read these requirements in order to understand country living and work environment conditions. By submitting a proposal for this requirement, the Contractor must recruit and educate its contractor employees of what to expect of their living and working conditions for the duration of this contract.

In performing this PWS, the Contractor shall make observations and write factual reports and provide recommendations. The Contractor shall not make decisions or judgments with respect to the adequacy of a BOS contractor's compliance and performance since those decisions will be made by Government personnel. Additionally, Government personnel will make the final decisions with respect to the development of statements of work (SOW), work scope, and cost estimates. Actions of Contractor personnel may not be interpreted or implemented in any manner that results in any Contractor personnel creating or modifying Federal policy, obligating the appropriated funds of the U.S. 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.

The Contractor shall be responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. The Contractor shall be responsible for providing all materials, equipment and labor, to include technically qualified personnel to perform the services identified, unless specifically excluded in this PWS.

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The Contractor's Management Plan will outline how contractor personnel on the task order will be managed to perform the requirements of the contract. It is permissible to submit an updated version of the management plan submitted in response to Section M of the solicitation.

The Contractor performing work under this PWS shall provide personnel with experience, qualifications, certifications, licenses, physical abilities and other requirements in this PWS to meet performance period, location, and security requirements as defined. Within three working days following award, the Contractor must submit documentation verifying that each employee assigned to perform work meets or exceeds the qualification requirements stated herein for Government acceptance. This submission of qualifications requirement remains for any subsequent employees. If, during the performance of services, any Contractor employee cannot continue to meet the requirements for any reason, the Contractor shall ensure that there is no gap in services longer than 14 calendar days per occasion or 21 cumulative calendar each performance period. However, the Government reserves the right to prorate payment for such services not performed. In such cases, the Contractor POC stated in Paragraph 26 shall coordinate absences or leave with the Government Contracting Officer's stated in Paragraph 25 and the Administrative Contract Specialist as early as possible.

2. ORGANIZATION

These services will be performed at Camp Lemonnier, Djibouti in support of the Requirements Branch, the FSC/FMFS Branch, and the Project Management & Engineering Branch Heads, who report to their respective Division Directors who, in turn, report to the Deputy Public Works Officer.

3. TASKS/SERVICES

3.A Planning and Estimating support services (Requirements & Facilities Support Contract Branches):

The Contractor's role is to support NAVFAC and its Clients with identifying, defining, scoping, estimating, developing, and providing technical evaluations of job packages for contract or in-house execution. Planning and Estimating support services requirements include the responsibilities of managing the planning, developing requirements, estimating and evaluating costs associated with facility requirements for repairs and maintenance and base operating support contract (BOSC) indefinite delivery indefinite quantity (IDIQ) items, updating BOSC performance work statement items, alterations and minor construction projects (CAT III/IV). The Contractor shall: work with Government Clients to identify and define requirements; monitor and report on status of repairs, maintenance, IDIQ items, alterations and minor construction projects; locate and identify funding sources and recommend to Requirements/Facilities Support Branch Heads appropriate source for completion of work; provide coordination support in workflow development and provide recommendations for correction when work stoppages occur. Planning and Estimating (P&E) personnel have the authority to stop any portion of the service provider's work whether in-house or contractor that poses an imminent danger to personnel, equipment, or property. The basis of personnel for planning and estimating support is estimated at two (2) full-time equivalent per 12 months level of effort and does not include personal and sick leave or any other time that does not directly support the services outlined in this paragraph. Personnel are expected to perform at a pace no more than 40 work hours per week, unless there is an official United States holiday listed in 8A during the week. As support is not normally required during official holidays, the required level of support is reduced by 8 hours for each holiday. While the normal workweek for CLDJ employees is 55 hours, contractors are expected to work no more than 40 hours per week as overtime is not authorized on this contract.

Planning and Estimating support services include, but are not limited to:

- 3.A.1 - Review and recommend approval/disapproval of minor project Quality Control Plans.
- 3.A.2 - Review and recommend approval/disapproval of the minor project safety/accident prevention plans.
- 3.A.3 - Review customer work requests and recommend appropriate method of accomplishment.
- 3.A.4 - Interact with Clients, contractors and Public Works to identify facility issues and develop recommended solutions.

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3.A.5 - Make visits to work sites to obtain information on facility/site conditions to develop and recommend appropriate remedial actions.

3.A.6 – Support the scheduling of required outages to avoid work stoppages for contractor, Clients and Public Works operations.

3.A.7 - Review and monitor work completion and provide recommendations for actions aiding customer and Public Works acceptance of completed work.

3.A.8 - Analyze work schedule by contractor or in-house forces for appropriate logic and compliance with contract terms and provide recommendations to Public Works Officer.

3.A.9 – Conduct problem resolution for Public Works Department and handling of disputed issues including recommendations for establishment of Government position.

3.A.10 - Develop draft project cost estimates for minor work, BOSC modifications and BOSC IDIQ items, repair and maintenance. Provide price evaluation for material purchases and contractor proposals and recommendations regarding adequacy of contractor bids in terms of technical/financial and soundness/appropriateness. Update BOSC Performance Work Statement (PWS) as needed to conform with NAVFAC protocol.

3.A.11 - Monitor process compliance with command energy, environmental, safety, ATFP policies and make recommendations for correction.

3.A.12 - Participate in regular progress meetings with Clients, contractors, Public Works officials and other interested parties regarding work in progress, completed, project status, discuss problems and provide recommendations to resolve issues.

3.A.13 - Attend Work Induction Board (WIB) meetings to present new work for scheduling and recommend appropriate routing and methods of accomplishment.

3.A.14 - Participate in all "Partnering" activities with Clients, contractors and Public Works (workshops, meetings, etc.) as requested .

3.A.15 - Provide technical support in answering requests for information (RFI) from service contractors.

3.A.16 - Review equipment inventories for accuracy and recommend additions and deletions to inventory lists.

3.A.17 - Monitor ongoing maintenance work to check contractor progress and verify compliance with plans and specifications.

3.A.18 - Make recommendations for the resolution of problems not involving changes to contract value, scope, terms or duration; recommend solutions to the Government officials (Public Works) for problems that may result in a change of contract value, terms or duration.

3.A.19 – Supports clients in fully developing scoping requirements and scoping estimates and facilitate induction of work within their AOR.

3.A.20- Provide support in finding, translating and interpreting host nation technical and safety standards as they apply to performance of work.

3.A.21 - Monitor contractor's maintenance of drawings as modifications and alterations to facilities are made. Make recommendations for correction.

3.A.22 - Provide technical support in the areas of fire protection certification, elevator certifications, Boiler/UPV certifications by monitoring contractor compliance in the areas of Testing and Balancing (TABs), Duct Air Leakage Testing (DALTS), Digital Control Systems (DDC) for HVAC systems and making recommendations for correction.

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3.A.23 - Verify that the contractor provides a complete set of Operation and Maintenance Support Information (OMSI) Manuals and contractor provided user training for new equipment installed in the process of maintenance and/or equipment changes or upgrades. Make recommendations for correction.

3.A.24 - Recommends acceptance or rejection of completed maintenance work performed by contract, including punch list preparation.

3.A.25 - Attend testing and start-up of major systems, training, final acceptance of new systems and review completed work to verify that it meets the needs of the Client and Public Works. Make recommendations for correction.

3.A.26 - Complete all training the Government deems necessary. Training may be either for professional development that the Government determines will enable the service provider to provide enhanced support, or may be on general topics such as, Equal Employment Opportunity, Sexual Harassment, Trafficking in Persons, etc.

3.B. Functional and Administrative Support (FA) (FSC/FMFS Branch):

The Contractor's role is to assist NAVFAC EURAFSWA with performance of office automation services, to provide general office clerical support, clerical work related to the filing and systematic arrangement of records for storage or reference purposes, and analysis and advisory services related to the effectiveness and/or the efficiency of the management of administrative operations. The basis of personnel service for FA support is estimated at one (1) full-time equivalent (F.T.E.) per year and does not include holidays, overtime (refer to Paragraph 8 of the PWS), personal and sick leave nor any other time that does not directly support the services outlined in this paragraph. While the normal workweek for CLDJ employees is 55 hours, contractors are expected to work no more than 40 hours per week as overtime is not authorized on this contract.

Functional Administration (FA) support personnel provide assistance toward the completion of services required, including but not limited to the following actions/activities:

- 3.B.1 Study contents of incoming reports and correspondence which concern complex and specialized matters
- 3.B.2 Conduct information searches for reference materials or research related to specific programs
- 3.B.3 Periodically review filed materials to determine if material should be consolidated, have new classification, or be retired.
- 3.B.4 Examine materials to identify subject matter and assigns proper classification from among numerous possibilities.
- 3.B.5 Maintain office files.
- 3.B.6 Select relevant topics for cross referencing and indexing.
- 3.B.7 Screen for and separate materials related to special projects and programs.
- 3.B.8 Use office automation equipment and a variety of software to produce various documents in draft or final form, which may include specialized terminology and/or complicated formats.
- 3.B.9 Uses office automation software such as database or spreadsheet to enter, revise, sort or calculate, and retrieve data; graphics software to provide graphic symbols, charts and graphs.
- 3.B.10 Transmit and receive documents and messages electronically using a computer.
- 3.B.11 Review incoming mail or documents; receive and refer telephone calls and visitors to appropriate

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co-workers.

3.B.12 Assist staff members on individual projects. Conduct follow-up actions to assure timely receipt of responses; assembles data, consolidates and prepares reports.

3.B.13 May type or prepare travel orders or vouchers; requisition office supplies, equipment, and publications.

3.B.14 May maintain time and attendance records.

3.B.15 Prepare materials for work flow and operational analysis, cost studies, and/or equipment utilization.

3.B.16 Prepare initial work plans and draft reports based on existing procedures or observation of the activity to be studied.

3.B.17 Review both operational plans and current and incoming work projects. Make recommendations for improving methods. Advise on the adequacy of budgeting. Determine the need for office administrative work standards and/or control systems.

3.C. Functional and Administrative Support (FA) (Project Management and Engineering Branch):

The Contractor's role is to assist NAVFAC EURAFSWA with performance of office automation services, to provide general office clerical support, clerical work related to the filing and systematic arrangement of records for storage or reference purposes, and analysis and advisory services related to the effectiveness and/or the efficiency of the management of administrative operations. The basis of personnel service for FA support is estimated at one (1) full-time equivalent (F.T.E.) per year and does not include holidays, overtime (refer to Paragraph 8 of the PWS), personal and sick leave nor any other time that does not directly support the services outlined in this paragraph. While the normal workweek for CLDJ employees is 55 hours, contractors are expected to work no more than 40 hours per week as overtime is not authorized on this contract.

3. C.1 Study contents of incoming reports and correspondence which concern complex and specialized matters.

3.C.2 Conduct information searches for reference materials or research related to specific programs.

3.C.3 Periodically review filed materials to determine if material should be consolidated, have new classification, or be retired.

3.C.4 Examine materials to identify subject matter and assigns proper classification from among numerous possibilities.

3.C.5 Maintain office files.

3.C.6 Select relevant topics for cross referencing and indexing.

3.C.7 Screen for and separate materials related to special projects and programs.

3.C.8 Use office automation equipment and a variety of software to produce various documents in draft or final form which may include specialized terminology and/or complicated formats.

3.C.9 Uses office automation software such as database or spreadsheet to enter, revise, sort or calculate, and retrieve data; graphics software to provide graphic symbols, charts and graphs.

3.C.10 Transmit and receive documents and messages electronically using a computer.

3.C.11 Review incoming mail or documents; receive and refer telephone calls and visitors to appropriate

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co-workers.

3.C.12 Assist staff members on individual projects. Conduct follow-up actions to assure timely receipt of responses; assembles data, consolidates and prepares reports.

3.C.13 May type or prepare travel orders or vouchers; requisition office supplies, equipment, and publications.

3.C.14 May maintain time and attendance records.

3.C.15 Prepare materials for work flow and operational analysis, cost studies, and/or equipment utilization.

3.C.16 Prepare initial work plans and draft reports based on existing procedures or observation of the activity to be studied.

3.C.17 Review both operational plans and current and incoming work projects. Make recommendations for improving methods. Advise on the adequacy of budgeting. Determine the need for office administrative work standards and/or control systems.

4. DELIVERABLES

All tasks/services shall be performed on time, accurately, and completely. Contractor shall submit a weekly project status report for any assigned project to the applicable personnel depicted in the Chart 4A, and attend any project meetings, as requested by appropriate Branch Head or Division Director. For the purposes of submission, the following personnel, or their designated representatives, are designated to receive submittals:

Contracting Officer (KO)

Contracting Officer's Representative (COR)

Facilities Engineering and Acquisitions Division (FEAD) Director

4.A. Planning and Estimating support services:

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
Contractor Project Officer	25	Two working days following award	1	KO
Resumes of personnel who meet or exceed qualifications to include references from previous employers	1, 3, and 5	Three working days following award	1	KO
Management Plan (Updated version)	1	Five working days following award (if required by KO)	1	KO
Defense Base Act (DBA) Insurance	5.D.2	30 calendar days at the beginning of each performance period	1	KO
Project Status Report	4	Friday each week	1	KO / COR
Summary of Support Actions	4	Last working day of each month	1	KO / COR
	3.A.1			
	3.A.2			

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Statements of Work	3.A.3 3.A.18	As required by mission	1	FEAD/KO
Task orders updates/change requests	3.A.3 3.A.6 3.A.18	As required by mission	1	FEAD/KO
CAT III/IV Job Scopes	3.A.3 3.A.9	As required by mission	1	FEAD/KO
CAT III/IV & BOSC Cost Estimates Information	3.A.3 3.A.10	As required by mission	1	FEAD/KO
BOSC Technical Evaluations	3.A.3 3.A.10	As required by mission	1	FEAD/KO
BOSC PWS Update(s)	3.A.3 3.A.10	As required by mission	1	FEAD/KO
Inspection Reports/Punch-lists	3.A.7 3.A.8 3.A.25	As required by mission	1	FEAD/KO
Submittal Reviews	3.A.16	As required by mission	1	FEAD/KO

4.B. Functional and Administrative Support (FA) (FSC/FMFS Branch):

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
General office correspondence	3.B.8 3.B.10 3.B.12	As required by mission	1	COR/ KO
Resumes of personnel who meet or exceed qualifications to include references from previous employers	1, 3, and 5	Three working days following award	1	KO
Establish and maintain file management system	3.B.3 3.B.4 3.B.5 3.B.6	Weekly	1	COR

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Assist with processing of contractor invoices, submittals, proposals and other contract documents.	3.B.11	Monthly	1	COR
	3.B.12			
	3.B.15			
Assist with posting of construction solicitations and procurement procedures	3.B.9	As required by mission	1	FEAD/KO
	3.B.10			
	3.B.15			
Defense Base Act (DBA) Insurance	5.D.2	30 calendar days at the beginning of each performance period	1	KO

4.C. Functional and Administrative Support (FA) (Project Management and Engineering Branch):

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
General office correspondence	3.C.8	As required by mission	1	COR/ KO
	3.C.10			
	3.C.12			
Resumes of personnel who meet or exceed qualifications to include references from previous employers	1, 3, and 5	Three working days following award	1	KO
Establish and maintain file management system	3.C.3	Weekly	1	COR
	3.C.4			
	3.C.5			
	3.C.6			
Assist with processing of contractor invoices, submittals, proposals and other contract documents.	3.C.11	Monthly	1	COR
	3.C.12			
	3.C.15			
Assist with posting of construction solicitations and procurement procedures	3.C.9	As required by mission	1	FEAD/KO
	3.C.10			
	3.C.15			
Defense Base Act (DBA) Insurance	5.D.2	30 calendar days at the beginning of each performance period	1	KO

5. CERTIFICATIONS, LICENSES, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED

Contractor personnel performing services under each representative area must meet the following requirements and have the following licenses and/or certifications for each respective position:

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5.A Planning and Estimating support services (FMD Requirements Branch):

5.A.1 - Extensive technical and practical knowledge and experience (at least 3 years) as a Customer Liaison (Facility Maintenance Operations), Maintenance Program Manager, Facility Equipment Inventory Manager, Planner/Estimator, Engineering Technician or Contracting Officer's Technical Representative on Department of Navy or other Department of Defense Construction Projects.

5.A.2 - Maintenance Managers shall possess at least a Bachelors of Science/Art degree (or European/Southwest Asian equivalent) that sufficiently prepares the incumbent to manage maintenance operations and communicate effectively with a range of levels within the organization.

5.A.3 - Demonstrated working knowledge of engineering and architecture principles, building construction, construction science or maintenance management.

5.A.4 - Demonstrated ability to perform cost estimates and technical evaluation to compare contactor bids for technical soundness and make recommendations on reasonableness.

5.A.5 - Experience demonstrating a sound understanding of facility construction and maintenance concepts, principles and practices applicable to multi-disciplined maintenance, repair and alteration projects.

5.A.6 - Demonstrated knowledge of maintenance practices and methods, and maintenance management skills.

5.A.7 - Ability to write and speak fluent English in order to provide reports and make presentations to Government personnel.

5.A.8 - Demonstrated ability to monitor maintenance, repair and alteration projects to a successful and timely completion with respect to schedule and budget.

5.A.9 - Demonstrated knowledge of Single Platform Maximo (SPM) or other similar Computerized Maintenance Management Systems (CMMS).

5.A.10 - Ability to perform strenuous activity while working outdoors in extreme heat or cold, working in confined spaces, climbing and using fall protection equipment. Assigned Contractor personnel must present medical certificate of physical qualification showing that they are physically capable of performing the tasks outlined in the PWS.

5.A.11 - Demonstrated knowledge of safety and occupational health principles, practices, procedures, laws and regulations as they relate to maintenance performance requirements. (Outlined in the EM-385-1-1 and 29 CFR).

5.A.12 - Must successfully pass required security background investigation, see paragraph 10 for complete security requirements.

5.B. Functional and Administrative Support (FA) (FSC/FMFS Branch):

5.B.1 - Ability to write and speak fluent English in order to provide reports and make presentations to Government personnel.

5.B.2 - Thorough knowledge of the contents, arrangement, and filing procedures for subject matter, historical, and numerical filing systems, including types and purposes of documents kept.

5.B.3 - Knowledge of the functions of the organization in order to locate required materials in any of several possible locations, to classify and cross reference materials accurately and to determine specific assignments for materials when the subject is not readily discernable.

5.B.4 - Knowledge of records management procedures for a variety of filing systems.

5.B.5 - Knowledge of the organization's record transfer and archival practices.

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5.B.6 - A fully qualified typist required to operate an electronic typewriter, word processor, microcomputer, or computer terminal.

5.B.7 - Knowledge of varied and advanced functions of one or more automated systems to produce a wide range of documents.

5.B.8 - Knowledge of office automation systems in order that several types of software such as Microsoft Office may be used for various office needs such as graphs, tables, and charts.

5.B.9 - Knowledge of spelling, grammar, punctuation, capitalization.

5.B.10 - Knowledge of specialized terminology, organization mission, and the roles of co-workers to type materials, to receive and screen phone calls and visitors, and maintain files.

5.B.11 - Knowledge of the organizational structures and functions is needed to answer routine and non-technical inquiries.

5.B.12 - Knowledge of management analysis techniques to identify, consider, and resolve issues or problems.

5.B.13 - Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations.

5.C. Functional and Administrative Support (FA) (Project Management and Engineering Branch):

5.C.1 - Ability to write and speak fluent English in order to provide reports and make presentations to Government personnel.

5.C.2 - Thorough knowledge of the contents, arrangement, and filing procedures for subject matter, historical, and numerical filing systems, including types and purposes of documents kept.

5.C.3 - Knowledge of the functions of the organization in order to locate required materials in any of several possible locations, to classify and cross reference materials accurately and to determine specific assignments for materials when the subject is not readily discernable.

5.C.4 - Knowledge of records management procedures for a variety of filing systems.

5.C.5 - Knowledge of the organization's record transfer and archival practices.

5.C.6 - A fully qualified typist required to operate an electronic typewriter, word processor, microcomputer, or computer terminal.

5.C.7 - Knowledge of varied and advanced functions of one or more automated systems to produce a wide range of documents.

5.C.8 - Knowledge of office automation systems in order that several types of software such as Microsoft Office may be used for various office needs such as graphs, tables, and charts.

5.C.9 - Knowledge of spelling, grammar, punctuation, capitalization.

5.C.10 - Knowledge of specialized terminology, organization mission, and the roles of co-workers to type materials, to receive and screen phone calls and visitors, and maintain files.

5.C.11 - Knowledge of the organizational structures and functions is needed to answer routine and non-technical inquiries.

5.C.12 - Knowledge of management analysis techniques to identify, consider, and resolve issues or problems.

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5.C.13 - Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations.

5.D This section applies to each of the positions in 5.A Planning and Estimating support, 5.B Functional and Administrative Support and 5.Ca Functional and Administrative Support.

5.D.1 - Defense Base Act (DBA) Insurance applies to this task order, regardless of contractor personnel's citizenship (e.g. U.S. citizen or Non-U.S. citizen). DBA Insurance is workers compensation insurance that covers contractor employees working overseas, OCONUS (Outside Continental United States). Information on Defense Base Act (DBA) insurance may be found at U.S. Department of Labor website: <https://www.dol.gov/owcp/dlhwc/ExplainingDBA.htm>.

At the beginning of each performance period, the contractor must submit proof of DBA insurance in accordance with "Section I - Contract Clauses, FAR 52.228-3 – WORKERS COMPENSATION INSURANCE (DEFENSE BASE ACT). (APR 1984)." The insurance shall be submitted to the Administrative Contract Specialist or the Contracting Officer of this task order contract.

DBA Insurance shall be inclusive of the contractor's labor burdened rate. There is no separate CLIN for DBA Insurance.

5.D.2 - The Government will provide final approval of qualified candidates following task order award. The Government reserves the right to reject any resume that does not meet the standards described in the PWS.

5.D.3 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 minimum requirements of this SOW. In the event that the Government finds contractor employees to be incompetent or objectionable, the contractor will provide new personnel who meet the qualification requirements cited herein. The contractor shall nominate qualified personnel within 5 calendar days after notification. Should a replacement of personnel become necessary, the replacement must be approved by the Government.

5.D.4 This contract is for Four Full Time Employees expected to work no more than 40 hours a week and are not required to be U.S. Citizens.

5.D.5 - The proposed candidate(s) must demonstrate experience of the tasks, duties, and qualifications described in Paragraphs 3.A.1 thru 3.A.26, 3.B.1 thru 3.B.17, 3.C.1 thru 3.C.17, 5.A.1 thru 5.A.12, 5.B.1 thru 5.B.13, 5.C.1 thru 5.C.13 and 5.D.1 thru 5.D.5 of the PWS.

6. PLACE OF PERFORMANCE

Services will be primarily performed on government facilities but may occasionally be provided off-site depending on program requirements. On-site work will be performed primarily at the government facilities onboard Camp Lemonnier, Djibouti.

7. PERIOD OF PERFORMANCE

7.A The period of performance onsite at CLDJ specified in Paragraph 1 is stated in "Section F – Deliverables or Performance" of this task order. Personnel supporting this contract must be in place at CLDJ and ready to perform work within ten (10) calendar days of contract award.

7. B The period of performance onsite at Camp Lemonnier, Djibouti is one calendar year from effective date of contract, as stated in block 3 of the award document (DD-1155), referred to as the base period. Personnel supporting this contract must be in place at Camp Lemonnier and ready to perform work upon start of each performance period (10 calendar days allowed for the base period), as indicated in "Section F – Deliveries or Acceptance." This task order includes three (3) option periods, which may be unilaterally exercised by the Government. The option periods shall not exceed one (1) year in duration. All terms and conditions applicable to the base period shall extend to the option period unless otherwise agreed upon in writing.

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8. OPERATIONAL HOURS

8.A The Contractor shall coordinate actual work schedule with the Deputy Public Works Officer (DPWO) and the COR. Services delineated in this PWS are expected to be performed by contractor personnel during normal Government work days, unless there is an official United States holiday listed in 8A during the week. The Government's normal business hours at Camp Lemonnier, Djibouti include a 55 hour work week: Monday thru Friday, 0800 – 1700 and Saturday, 0900 – 1300. Contractors are expected to work no more than 40 hours per week. As support is not normally required during official holidays, the required level of support is reduced by 8 hours for each holiday. As a result, Contractor personnel are not expected to provide support during United States official holidays listed in 8.C.1. Additionally, Djibouti national holidays in 8.C.2 are listed for reference. Contract personnel are expected to provide services during Djibouti holidays, but need to be prepared to make allowances for impacts that these dates may have on the ability to successfully complete necessary services. Emergency situations may require immediate response during normally off-duty hours, as directed by the COR and may require temporary adjustments to normal work schedules.

8.B If, during the performance of services, any Contractor employee cannot continue to meet the requirements for any reason, the Contractor shall ensure that there is no gap in services longer than 14 calendar days per occasion or 21 cumulative calendar days each performance period. However, the Government reserves the right to prorate payment for such services not performed.

8.C Alternate employees assigned by the Contractor to perform work in the absence of previously qualified personnel must have similar documentation presented for Government acceptance verifying qualification compliance as described in this paragraph. In all such cases, the Contractor POC stated in Paragraph 25 shall coordinate absences or leave with the Government Contracting Officer's Representative stated in Paragraph 24 and the Administrative Contract Specialist as early as possible.

8.C.1 United States official holidays (dates may vary each year):

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

New Year's Day

Martin Luther King's Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

8.C.2 Djibouti official holidays (dates may vary for option years):

Eid Al Adha

El-am-Hejir (Islamic New Year)

Mouloud (Prophet's Birthday) Labor Day

Ascension of the Prophet

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Independence Day

Eid Al Fitr

9. OVERTIME

There is no overtime. As described in Paragraph 8, Operational Hours of the PWS, emergency situations may require immediate response during normally off-duty hours, as directed by the COR and may require temporary adjustments to normal work schedules. The hours worked outside of normal business hours shall allow the contractor personnel to take time off during normal hours, 1:1.

10. 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 the COR or Contracting Officer. All changes to the specifications, terms, and conditions under this task order requires a modification to the task order executed by the Contracting Officer.

11. SECURITY REGULATIONS AND REQUIREMENTS

11.1 Work under this task order is UNCLASSIFIED. The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the Contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

11.2 If required, within ten (10) days after award, the Contractor shall provide a list identifying the Contractor staff including: FIRST NAME, LAST NAME, MIDDLE INITIAL, NICKNAME, COUNTRY OF CITIZENSHIP, and JOB TITLE. This information will be used for obtaining and issuing Common Access Cards (CAC).

11.3 **COMPLETED AND FINAL** National Agency Checks with Inquiries (NACI) and FBI Fingerprint (submit via a SF-85P) **ARE REQUIRED** for access to computer network based project files and emails. NO EXCEPTIONS currently allowed.

11.4 - Use of Drugs is Prohibited: No drug use is allowed at any time, on or off base, this includes chewing Khat. Violation of this requirement may result in immediate removal of personnel from the installation and/or termination of this contract.

12. REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)

12.1 Travel is not required in the normal completion of duties.

12.2 The cost and means of local travel is the responsibility of the Contractor. The Government is not required to provide transportation to any Contractor employee.

13. TASK ORDER TYPE

This will be a Firm Fixed-Price contract.

14. ADMINISTRATIVE CONSIDERATIONS

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

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- Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the COR.
- 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 Contracting Officer

15. NON-PERSONAL SERVICES STATEMENT

Contractor personnel 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 their personnel properly comply with the performance work standards outlined in the statement of work. Contractor personnel 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.

16. CONTRACTOR INTERFACE

The Contractor and/or his Subcontractors 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 Subcontractors in any manner. Also, this Contractor and/or its Subcontractors shall not direct the work of such other Contractors in any manner, unless the actions of any other personnel pose immediate danger to life or health of personnel.

17. 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.

18. 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. 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.

19. QUALITY ASSURANCE

The Government designated Contracting Officer's Representative (COR) in paragraph 25 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

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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.

20. GOVERNMENT FURNISHED PROPERTY/INFORMATION

20.A The Government shall provide introductions to Contractor personnel of 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, or Naval Facilities Engineering Command publications, manuals, directives, standards, policies, and procedures.

20.B The Government will provide safety vests and hard hats. All other Personal Protective and Safety Equipment shall be provided by the Contractor. The Government will provide furnished administrative working space for Contractor personnel located onsite at Camp Lemonnier, Djibouti. Report generation and tracking through the use of Government databases are necessary functions for the services provided in this PWS, therefore the Government will furnish computer assets to for these functions.

20.C The Government will provide Government vehicles to Contractor personnel for the performance of any site visits or inspections.

21. OTHER TERMS AND CONDITIONS

21.A In accordance with FAR 7.503(c)(12)(ii) & FAR 7.503(c)(12)(viii) this individual will not serve on Technical Evaluation Boards, Price Evaluation Boards or Source Selection Boards as an advisory member without first receiving approval for the use of advisory and assistance services by the NAVFAC Acquisition proponent in accordance with NFAS 37.203. In addition, this individual will not be assigned as a Contracting Officer's Authorized Representative.

21.B The Government will administer this task order contract in accordance with the Contractor's final Management Plan submitted in accordance with Paragraphs 1 and 4 of the Performance Work Statement, and the Contractor's proposal submitted in response to this solicitation.

This requirement is performance based that has measurable performance standards in terms of quality, timeliness, and quantity which the Government will measure contractor performance against the task and services of this Performance Work Statement (PWS).

In the event there is a discrepancy between the Contractor's Management Plan and the terms and conditions of this task order, then the more restrictive terms and conditions shall apply.

22. IMMIGRATION AND VISA REQUIREMENTS

22.1 The Contractor is required to complete all necessary paperwork and obtain required host nation sponsorship and all required visas to as well as follow all Djiboutian immigration regulations to work in Djibouti at their own expense.

22.2 Upon arrival in country the Contractor shall take the following to the Camp Lemonnier Base Access Control Office (BACO): Copy of Contract, Copy of Passport, a letter from the supported command explaining stating they are on contract, and a waiver letter from the company stating Camp Lemonnier is not responsible for the contracted personnel.

22.3 BACO will issue required correspondence authorizing entry to Camp Lemonnier.

23. DJIBOUTI LOCALITY / PERFORMANCE LOCATION INFORMATION

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23.A Djibouti is a relatively small country located in eastern Africa surrounded by Eritrea to the north, Ethiopia to the west, Somalia to the south, and the Gulf of Aden to the east.

23.B Primary performance location, Camp Lemonnier, Djibouti Africa (CLDJ) shares the Djibouti-Ambouli International Airport runway and it encompasses approximately 630 acres south of the airport.

23.C Djibouti has a Koppen climate classification of “BWh”. “B” represents dry climate/desert, “W” represents dry (arid and semiarid) climates with annual precipitation of less than 9.8 inches, and “h” represents dry and hot with annual average temperatures above 64.4 degrees Fahrenheit (F). Rainfall is sparse and unpredictable, and there is very little vegetation. Humidity in Djibouti can range from 43 percent in July to 74 percent in April. Average temperatures can reach up to 120 degrees Fahrenheit in July and August with a maximum heat index that can reach upwards to 170 degrees Fahrenheit.

23.D Healthcare is limited in Djibouti by poor facilities and lack of available equipment and supplies. When personnel on CLDJ require specialty care, they must be medically evacuated to treatment facilities in Europe.

Peltier General Hospital is the largest hospital in Djibouti, with 610 beds; however, this hospital does not meet appropriate standards of care for U.S. personnel.

24. HOUSING AND TRANSPORTATION

The contractor is responsible for ensuring its contractor employee has all lodging, meals, commuting costs, and incidental costs for their personnel while they are at Camp Lemonnier, Djibouti. Contractor personnel must be prepared to perform the tasks, services, and deliverables described in PWS Paragraphs 3 and 4 within 10 calendar days upon arrival at performance location. Furthermore, the contractor is also responsible for all relocation related costs for their personnel. The Government will not provide housing (on or off base), meals or transportation for personnel’s commute to and from work.

25. GOVERNMENT CONTRACTING OFFICER’S REPRESENTATIVE

The Government Contracting Officer’s Representative (COR) will provide general instructions to Contractor POC in Paragraph 26 on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.

Camp Lemonnier, Djibouti

Contracting Officer’s Representative (COR)

Public Works Office – BOSC

N4 BLDG 211, Room #7 Camp Lemonnier, Djibouti, HOA

DSN: 311-824-4326

26. CONTRACTOR PROJECT OFFICER

The Contractor will provide the Government COR a single point of contact as the designated individual to receive direction from the Government. This individual will be responsible for directing the Contractor personnel. Should a Contractor Project Officer change anytime during the term of this task order contract, the contractor shall notify the Contracting Officer (KO) and the Contracting Officer’s Representative (COR) of such change.

27. POST AWARD MEETING

Consistent with Section H of basic contract, the Government will coordinate a Post Award meeting soon after task order award to ensure that all parties understand the terms and conditions of this task order. The Contractor, Contracting Officer’s Representative (COR), and the Administrative Contract Specialist are required to attend. The

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meeting will be held via telephone conference at the earliest convenience.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

FAR Clause 52.246-4 INSPECTION OF SERVICES - FIXED PRICE applies.

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SECTION F DELIVERABLES OR PERFORMANCE

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

8001	9/29/2017 - 9/28/2018
8002	9/29/2017 - 9/28/2018
8003	9/29/2017 - 9/28/2018
8004	9/29/2018 - 9/28/2019
8005	9/29/2018 - 9/28/2019
8006	9/29/2018 - 9/28/2019

CLIN - DELIVERIES OR PERFORMANCE

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

8001	9/29/2017 - 9/28/2018
8002	9/29/2017 - 9/28/2018
8003	9/29/2017 - 9/28/2018
8004	9/29/2018 - 9/28/2019
8005	9/29/2018 - 9/28/2019
8006	9/29/2018 - 9/28/2019

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

8007	9/29/2019 - 9/28/2020
8008	9/29/2019 - 9/28/2020
8009	9/29/2019 - 9/28/2020
8010	9/29/2020 - 9/28/2021
8011	9/29/2020 - 9/28/2021
8012	9/29/2020 - 9/28/2021

Services to be performed hereunder will be provided at the Public Works Department Djibouti, NAVFAC EURAFSWA, located at CAMP LEMONNIER, DJIBOUTI, Africa.

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SECTION G CONTRACT ADMINISTRATION DATA

1.0 ADMINISTRATIVE CONTRACTING OFFICES AND PAYING OFFICES

1. The Contract Administrative Office for this contract is:

Naval Facilities Engineering Command Europe Africa Southwest Asia

Attn: Brian Griffin, Contract Specialist

Viale Porte, Box 51

Aeroporto Capodichino

80144 Napoli, Italia

2. Payments will be made via Electronics Transfer by:

Commercial Bill Paying Office (CBPO), Naples, Italy

PSC 810 Box 58

FPO AE 09619-1058

2.0 WAWF INVOICING PROCEDURES

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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

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

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

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

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

- (c) *WAWF access.* To access WAWF, THE Contractor shall---

1. Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and
2. Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

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

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

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

1. *Document type.* The Contractor shall use the following document type(s):NAVCON
2. *Inspection/acceptance location.*The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Inspection location: N33191/DJIBOU

Acceptance location: N33191

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

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N61240
Issue By DoDAAC	N33191
Admin DoDAAC	N33191
Inspect By DoDAAC	N33191/DJIBOU
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N33191
Accept at Other DoDAAC	N/A
LPO DoDAAC	N33191
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

4. *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable, and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.
5. *WAWF email notifications.*The Contractor shall enter the government e-mail addresses identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Inspector: LT Fred Russell Frederic.O.Russell.mil@mail.mil

Acceptor: Brian Griffin brian.d.griffin@eu.navy.mil

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Certifying Official: Dale Rieck dale.c.rieck@eu.navy.mil

(g) *WAWF point of contact.*

1. *WAWF point of contact.* The NAVFAC WAWF point of contact for this task order contract can be reached at NAVFACACQ_INV@eu.navy.mil. The Contractor shall enter the email address identified herein in the “send Additional Email Notifications” field of WAWF once a document is submitted in the system.

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

(End of WAWF Clause)

3.0 TECHNICAL POINT OF CONTACT AND INSPECTION AND ACCEPTANCE

The Contracting Officer's Representative (COR) under this Task Order and the person responsible for performing inspection and acceptance of the contractor's performance at the destination is:

Camp Lemonnier, Djibouti Contracting Officer's Representative (COR)

LT Fred Russell

FSC Branch Head/BOS Contract COR

Public Works Office

N4 BLDG 211, Room #7 Camp Lemonnier, Djibouti, HOA

DSN: 311-824-4326

4.0 PAYMENT INSTRUCTIONS AND INFORMATIONAL SLINS

DFARS 252.204-0001 Line Item Specific: Single Funding. (SEP 2009)

The payment office shall make payment using the ACRN Funding of the line item being billed.

5.0 CONTRACTOR'S FINAL RELEASE INSTRUCTIONS

Before the final payment under this task order is made, the Contractor shall complete and submit to the Contracting Officer, a NAVFAC “Contractor's Release Statement.”

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SECTION H SPECIAL CONTRACT REQUIREMENTS

1.0 Logistical Support will be provided to the service provider in the form of access to the Navy Exchange.

2.0. Contractor and Contract Employee Requirements:

2.1.1. Contract employees shall answer the phone as follows:

(Name) / (Name of Contractor) Support Contractor

2.1.2. All Contractor documents shall include the following:

(Name)

Planning and Estimator

(Company Name)

Support Contractor for PWD Djibouti, CLDJ

(Name)

Functional Administrator

(Company Name)

Support Contractor for PWD Djibouti, CLDJ

2.1.3. Emails shall include the following:

(Name)

Planning and Estimator

(Company Name)

Support Contractor for PWD Djibouti, CLDJ

(Name)

Functional Administrator

(Company Name)

Support Contractor for PWD Djibouti, CLDJ

2.1.4. Cubicles/workstation shall exhibit the following:

(Name)

Planning and Estimator

(Contractor Name) / Contractor Support

(Name)

Functional Administrator

(Contractor Name) / Contractor Support

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2.1.5. Hard Hats shall be NAVFAC Issued Hard Hats and include the following:

(Company Name)

Support Contractor

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SECTION I CONTRACT CLAUSES

IN ADDITION TO THE PROVISIONS AND CLAUSES INCORPORATED IN THE BASIC MAC CONTRACT, THE FOLLOWING APPLY:

PROVISIONS / CLAUSES BY REFERENCE:

FAR 52.204-10 – REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JUL 2010)
 FAR 52.214-34 - SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
 FAR 52.228-3 – WORKERS COMPENSATION INSURANCE (DEFENSE BASE ACT). (APR 1984)
 FAR 52.228-4 - WORKERS COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS (APR 1984)
 FAR 52.229-6 - TAXES - FOREIGN FIXED-PRICE CONTRACTS (JUN 2003)
 FAR 52.237-1 - SITE VISIT (APR 1984)
 FAR 52.237-2 - PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)
 FAR 52.243-1 -- CHANGES -- FIXED-PRICE (AUG 1987)

FAR 52.246-4 - INSPECTION OF SERVICES-FIXED PRICE (AUG 1996)
 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
 DFARS 252.204-7000 DISCLOSURE OF INFORMATION (AUG 2013)
 DFARS 252.204-7003 CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT (APR 1992)
 DFARS 252.229-7000 - INVOICES EXCLUSIVE OF TAXES OR DUTIES (JUN 1997)
 DFARS 252.229-7001 - TAX RELIEF (JUN 1997)
 DFARS 252.232-7008 - ASSIGNMENT OF CLAIMS (OVERSEAS) (JUNE 1997)
 DFARS 252.233-7001 - CHOICE OF LAW (OVERSEAS) (JUNE 1997)
 DFARS 252.232-7006 - WIDE AREA WORK FLOW PAYMENT INSTRUCTIONS (MAY 2013)

PROVISIONS/CLAUSES BY FULL TEXT

Preventing Personal Conflicts of Interest (Dec 2011)

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

“Acquisition function closely associated with inherently governmental functions” means supporting or providing advice or recommendations with regard to the following activities of a Federal agency:

- (1) Planning acquisitions.
- (2) Determining what supplies or services are to be acquired by the Government, including developing statements of work.
- (3) Developing or approving any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria.
- (4) Evaluating contract proposals.
- (5) Awarding Government contracts.
- (6) Administering contracts (including ordering changes or giving technical direction in contract performance or contract quantities, evaluating contractor performance, and accepting or rejecting contractor products or services).
- (7) Terminating contracts.

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(8) Determining whether contract costs are reasonable, allocable, and allowable.

“Covered employee” means an individual who performs an acquisition function closely associated with inherently governmental functions and is—

(1) An employee of the contractor; or

(2) A subcontractor that is a self-employed individual treated as a covered employee of the contractor because there is no employer to whom such an individual could submit the required disclosures.

“Non-public information” means any Government or third-party information that—

(1) Is exempt from disclosure under the Freedom of Information Act (5 U.S.C. 552) or otherwise protected from disclosure by statute, Executive order, or regulation; or

(2) Has not been disseminated to the general public and the Government has not yet determined whether the information can or will be made available to the public.

“Personal conflict of interest” means a situation in which a covered employee has a financial interest, personal activity, or relationship that could impair the employee’s ability to act impartially and in the best interest of the Government when performing under the contract. (A de minimis interest that would not

“impair the employee’s ability to act impartially and in the best interest of the Government” is not covered under this definition.)

(1) Among the sources of personal conflicts of interest are—

(i) Financial interests of the covered employee, of close family members, or of other members of the covered employee’s household;

(ii) Other employment or financial relationships (including seeking or negotiating for prospective employment or business); and

(iii) Gifts, including travel.

(2) For example, financial interests referred to in paragraph (1) of this definition may arise from—

(i) Compilation, including wages, salaries, commissions, professional fees, or fees for business referrals;

(ii) Consulting relationships (including commercial and professional consulting and service arrangements, scientific and technical advisory board memberships, or serving as an expert witness in litigation);

(iii) Services provided in exchange for honorariums or travel expense reimbursements;

(iv) Research funding or other forms of research support;

(v) Investment in the form of stock or bond ownership or partnership interest (excluding diversified mutual fund investments);

(vi) Real estate investments;

(vii) Patents, copyrights, and other intellectual property interests; or

(viii) Business ownership and investment interests.

(b) *Requirements.* The Contractor shall—

(1) Have procedures in place to screen covered employees for potential personal conflicts of interest, by—

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(i) Obtaining and maintaining from each covered employee, when the employee is initially assigned to the task under the contract, a disclosure of interests that might be affected by the task to which the employee has been assigned, as follows:

(A) Financial interests of the covered employee, of close family members, or of other members of the covered employee's household

(B) Other employment or financial relationships of the covered employee (including seeking or negotiating for prospective employment or business).

(C) Gifts, including travel; and

(ii) Requiring each covered employee to update the disclosure statement whenever the employee's personal or financial circumstances change in such a way that a new personal conflict of interest might occur because of the task the covered employee is performing.

(2) For each covered employee--

(i) Prevent personal conflicts of interest, including not assigning or allowing a covered employee to perform any task under the contract for which the Contractor has identified a personal conflict of interest for the employee that the Contractor or employee cannot satisfactorily prevent or mitigate in consultation with the contracting agency;

(ii) Prohibit use of non-public information accessed through performance of a Government contract for personal gain; and

(iii) Obtain a signed non-disclosure agreement to prohibit disclosure of non-public information accessed through performance of a Government contract.

(3) Inform covered employees of their obligation—

(i) To disclose and prevent personal conflicts of interest;

(ii) Not to use non-public information accessed through performance of a Government contract for personal gain; and

(iii) To avoid even the appearance of personal conflicts of interest;

(4) Maintain effective oversight to verify compliance with personal conflict-of-interest safeguards;

(5) Take appropriate disciplinary action in the case of covered employees who fail to comply with policies established pursuant to this clause; and

(6) Report to the Contracting Officer any personal conflict-of-interest violation by a covered employee as soon as it is identified. This report shall include a description of the violation and the proposed actions to be taken by the Contractor in response to the violation. Provide follow-up reports of corrective actions taken, as necessary. Personal conflict-of-interest violations include—

(i) Failure by a covered employee to disclose a personal conflict of interest;

(ii) Use by a covered employee of non-public information accessed through performance of a Government contract for personal gain; and

(iii) Failure of a covered employee to comply with the terms of a non-disclosure agreement.

(c) *Mitigation or waiver.*

(1) In exceptional circumstances, if the Contractor cannot satisfactorily prevent a personal conflict of interest as required by paragraph (b)(2)(i) of this clause, the Contractor may submit a request through the Contracting Officer

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to the Head of the Contracting Activity for—

- (i) Agreement to a plan to mitigate the personal conflict of interest; or
 - (ii) A waiver of the requirement.
- (2) The Contractor shall include in the request any proposed mitigation of the personal conflict of interest.
- (3) The Contractor shall—
- (i) Comply, and require compliance by the covered employee, with any conditions imposed by the Government as necessary to mitigate the personal conflict of interest; or
 - (ii) Remove the Contractor employee or subcontractor employee from performance of the contract or terminate the applicable subcontract.
- (d) *Subcontract flowdown.* The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts—
- (1) That exceed \$150,000; and
 - (2) In which subcontractor employees will perform acquisition functions closely associated with inherently governmental functions (i.e., instead of performance only by a self-employed individual).

(End of clause)

FAR 52.216-1 - TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

(End of provision)

FAR 52.217-5 - EVALUATION OF OPTIONS (JULY 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the options.

(End of provision)

FAR 52.222-50 Alt I COMBATING TRAFFICKING IN PERSONS (AUG 2007)

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

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those

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services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced labor” means knowingly providing or obtaining the labor or services of a person—

(1) By threats of serious harm to, or physical restraint against, that person or another person;

(2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or

(3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

(1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or

(2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

(1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

(2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

(1) Engage in severe forms of trafficking in persons during the period of performance of the contract;

(2) Procure commercial sex acts during the period of performance of the contract; or

(3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

(1) Notify its employees of—

(i)

(A) The United States Government's zero tolerance policy described in paragraph (b) of this clause; and

(B) The following directive(s) or notice(s) applicable to employees performing work at the contract

place(s)

of performance as indicated below:

Document Title: Department of Defense Instruction 2200.01, dated September 15, 2010, entitled ‘Combating Trafficking in Persons.’

Document may be obtained from: <http://www.dtic.mil/whs/directives/corres/pdf/220001p.pdf>

Applies to Performance located at: PUBLIC WORKS DEPARTMENT DJIBOUTI, NAVFAC EURAFSWA, LOCATED AT CAMP LEMONNIER, DJIBOUTI, AFRICA.

(ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and

(2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

(1) Any information it receives from any source (including host country law enforcement) that alleges

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a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy;
and

(2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

(1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;

(2) Requiring the Contractor to terminate a subcontract;

(3) Suspension of contract payments;

(4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;

(5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or

(6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.

(End of clause)

FAR 52.228-3 – Workers Compensation Insurance (Defense Base Act) (Apr 1984)

The Contractor shall

(a) provide, before commencing performance under this contract, such workers' compensation insurance or security as the Defense Base Act (42 U.S.C. 1651, *et seq.*) requires and

(b) continue to maintain it until performance is completed. The Contractor shall insert, in all subcontracts under this contract to which the Defense Base Act applies, a clause similar to this clause (including this sentence) imposing upon those subcontractors this requirement to comply with the Defense Base Act.

(End of Clause)

FAR 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 these address(es):

FAR <http://www.acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>

DFARS <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html> or <http://farsite.hill.af.mil/vfdfara.htm>

(End of clause)

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252.225-7980 Contractor Personnel Performing in the United States Africa Command Area of Responsibility. (DEVIATION 2016-00006)

Use this clause, in lieu of the clause at DFARS 252.225-7040, Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States, in all solicitations and contracts, including solicitations and contracts using FAR part 12 procedures for the acquisition of commercial items, that will require contractor personnel to perform in the United States Africa Command (USAFRICOM) area of responsibility.

CONTRACTOR PERSONNEL PERFORMING IN THE UNITED STATES AFRICA COMMAND AREA OF RESPONSIBILITY (DEVIATION 2016-00006) (FEB 2016)

Definitions. As used in this clause-

"Combatant Commander" means the Commander of the United States Africa Command (USAFRICOM).

"Contractors authorized to accompany the Force," or "CAAF," means contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany U.S. Armed Forces in applicable operations and have been afforded CAAF status through a letter of authorization. CAAF generally include all U.S. citizen and third-country national employees not normally residing within the operational area whose area of performance is in the direct vicinity of U.S. Armed Forces and who routinely are collocated with the U.S. Armed Forces (especially in non-permissive environments). Personnel collocated with U.S. Armed Forces in applicable operations shall be afforded CAAF status through a letter of authorization. In some cases, Combatant Commander or subordinate joint force commanders may designate mission essential host nation or local national contractor employees (e.g., interpreters) as CAAF. CAAF includes contractors previously identified as contractors deploying with the U.S. Armed Forces. CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

"Designated reception site" means the designated place for the reception, staging, integration, and onward movement of contractors deploying to the USAFRICOM area of responsibility. The designated reception site includes assigned joint reception centers and other Service or private reception sites.

"Law of war" means that part of international law that regulates the conduct of armed hostilities. The law of war encompasses the international law related to the conduct of hostilities that is binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a party, and applicable customary international law.

"Non-CAAF" means personnel in applicable operations who are not designated as CAAF, such as local national employees and non-local national employees who are permanent residents in the operational area or third-country nationals not routinely residing with U.S. Armed Forces (and third-country national expatriates who are permanent residents in the operational area) who perform support functions away from the close proximity of, and do not reside with, the U.S. Armed Forces. Non-CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

"Subordinate joint force commander" means a sub-unified commander or joint task force commander.

"U.S. Africa Command (USAFRICOM) area of responsibility," as used in this clause, means-

The entire continent of Africa, excluding Egypt;

The Atlantic Ocean east and south of the line from Antarctica at 024°W, north to 4°N/024°W, west to 30°W, then north to 21°N/030°W, then east to the African continent; and

The Indian Ocean west and south of the line from Antarctica at 68°E, north to 01°40'S/068°E, and west to the African coast at 01°40'S.

General.

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This clause applies to all contractor personnel when performing in the USAFRICOM area of responsibility.

Government-furnished support to non-CAAF is typically limited to force protection, emergency medical care, and basic human needs (e.g., bottled water, latrine facilities, security, and food when necessary) when performing their jobs in the direct vicinity of U.S. Armed Forces.

Certain requirements in paragraphs (c)(3), (e)(1), and (f) must be specified in the statement of work to be applied to non-CAAF personnel.

Contract performance in the USAFRICOM area of responsibility may require work in dangerous or austere conditions. Except as otherwise provided in the contract, the Contractor accepts the risks associated with required contract performance in such operations.

When authorized in accordance with paragraph (j) of this clause to carry arms for personal protection, contractor personnel are only authorized to use force for individual self-defense.

Unless immune from host nation jurisdiction by virtue of an international agreement or international law, inappropriate use of force by contractor personnel authorized to accompany the U.S. Armed Forces can subject such personnel to United States or host nation prosecution and civil liability (see paragraphs (d) and (j)(3) of this clause).

Service performed by contractor personnel subject to this clause is not active duty or service under 38 U.S.C. 106 note.

Support.

(1)(i) The Combatant Commander will develop a security plan for protection of contractor personnel in locations where there is not sufficient or legitimate civil authority, when the Combatant Commander decides it is in the interests of the Government to provide security because-

- (A) The Contractor cannot obtain effective security services;
- (B) Effective security services are unavailable at a reasonable cost; or
- (C) Threat conditions necessitate security through military means.

(ii) In appropriate cases, the Combatant Commander may provide security through military means, commensurate with the level of security provided DoD civilians.

(2)(i) Generally, CAAF will be afforded emergency medical and dental care if injured while supporting applicable operations. Additionally, all non-CAAF who are injured while in the vicinity of U. S. Armed Forces will normally receive emergency medical and dental care. Emergency medical and dental care includes medical care situations in which life, limb, or eyesight is jeopardized. Examples of emergency medical and dental care include examination and initial treatment of victims of sexual assault; refills of prescriptions for life-dependent drugs; repair of broken bones, lacerations, infections; and traumatic injuries to the dentition. Hospitalization will be limited to stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system.

When the Government provides medical treatment or transportation of contractor personnel to a selected civilian facility, the Contractor shall ensure that the Government is reimbursed for any costs associated with such treatment or transportation.

Medical or dental care beyond this standard is not authorized. (3)(i) A Synchronized Predeployment and Operational Tracker (SPOT) generated letter of authorization signed by the Contracting Officer is required for certain contractor personnel to process through a deployment center or to travel to, from, or within the

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USAFRICOM area of responsibility. The requirement applies to CAAF and, as specified in the statement of work, non-CAAF personnel.

The letter of authorization will identify any additional authorizations, privileges, or Government support that contractor personnel are entitled to under this contract. USAFRICOM has limited capability to provide Government-furnished life support services to contractors in the USAFRICOM area of responsibility. In instances where Government-furnished life support services are neither available nor authorized in the contract, the SPOT-generated letter of authorization, signed by the Contracting Officer, shall be annotated with "None" checked for Government-furnished life-support services.

Contractor personnel who are issued a letter of authorization shall carry it with them at all times while deployed.

Unless specified elsewhere in this contract, the Contractor is responsible for all other support required for its personnel engaged in the USAFRICOM area of responsibility under this contract.

Compliance with laws and regulations.

The Contractor shall comply with, and shall ensure that its personnel performing in the USAFRICOM area of responsibility are familiar with and comply with, all applicable-

United States, host country, and third country national laws;

Provisions of the law of war, as well as any other applicable treaties and international agreements;

United States regulations, directives, instructions, policies, and procedures; and

(iv) Orders, directives, and instructions issued by the Combatant Commander, including those relating to force protection, security, health, safety, or relations and interaction with local nationals.

The Contractor shall institute and implement an effective program to prevent violations of the law of war by its employees and subcontractors, including law of war training in accordance with paragraph (e)(1)(vii) of this clause.

The Contractor shall ensure that all contractor personnel are aware

Of the DoD definition of "sexual assault" in DoDD 6495.01, Sexual Assault Prevention and Response Program;

That the offenses addressed by the definition are covered under the Uniform Code of Military Justice (see paragraph (e)(2)(iv) of this clause). Other sexual misconduct may constitute offenses under the Uniform Code of Military Justice, Federal law, such as the Military Extraterritorial Jurisdiction Act, or host nation laws; and

That the offenses not covered by the Uniform Code of Military Justice may nevertheless have consequences for the contractor employees (see paragraph (h)(1) of this clause).

The Contractor shall report to the appropriate investigative authorities, identified in paragraph (d)(6) of this clause, any alleged offenses under-

The Uniform Code of Military Justice (chapter 47 of title 10, United States Code) (applicable to contractors serving with or accompanying an armed force in the field during a declared war or contingency operations); or

(ii) The Military Extraterritorial Jurisdiction Act (chapter 212 of title 18, United States Code).

The Contractor shall provide to all contractor personnel who will perform work on a contract in the deployed area, before beginning such work, information on the following:

How and where to report an alleged crime described in paragraph (d)(4) of this clause.

Where to seek victim and witness protection and assistance available to contractor personnel in connection with

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an alleged offense described in paragraph (d)(4) of this clause.

This section does not create any rights or privileges that are not authorized by law or DoD policy.

The appropriate investigative authorities to which suspected crimes shall be reported include the following-

US Army Criminal Investigation Command at <http://www.cid.army.mil/reportacrime.html>;

Air Force Office of Special Investigations at <http://www.osi.af.mil>;

Navy Criminal Investigative Service at <http://www.ncis.navy.mil/Pages/publicdefault.aspx>;

Defense Criminal Investigative Service at <http://www.dodig.mil/HOTLINE/index.html>; and

To any command of any supported military element or the command of any base.

Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at 800-424-9098 or www.dodig.mil/HOTLINE/index.html. Personnel seeking other forms of victim or witness protections should contact the nearest military law enforcement office.

The Contractor shall ensure that Contractor employees supporting the U.S. Armed Forces deployed outside the United States are aware of their rights to-

Hold their own identity or immigration documents, such as passport or driver's license;

Receive agreed upon wages on time;

Take lunch and work-breaks;

Elect to terminate employment at any time;

Identify grievances without fear of reprisal;

Have a copy of their employment contract in a language they understand;

Receive wages that are not below the legal in-country minimum wage;

(viii) Be notified of their rights, wages, and prohibited activities prior to signing their employment contract; and

(ix) If housing is provided, live in housing that meets host-country housing and safety standards.

Preliminary personnel requirements.

The Contractor shall ensure that the following requirements are met prior to deploying CAAF and, as specified in the statement of work, non-CAAF (specific requirements for each category will be specified in the statement of work or elsewhere in the contract):

All required security and background checks are complete and acceptable.

All such personnel deploying in support of an applicable operation

Are medically, dentally, and psychologically fit for deployment and performance of their contracted duties;

(B) Meet the minimum medical screening requirements, including theater-specific medical qualifications as established by the Geographic Combatant Commander (as posted to the Geographic Combatant Commander's website or other venue); and Have received all required immunizations as specified in the contract.

During predeployment processing, the Government will provide, at no cost to the Contractor, any military-specific immunizations and/or medications not available to the general public.

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All other immunizations shall be obtained prior to arrival at the deployment center. All such personnel, as specified in the statement of work, shall bring to the USAFRICOM area of responsibility a copy of the U.S. Centers for Disease Control and Prevention (CDC) Form 731, International Certificate of Vaccination or Prophylaxis as approved by the World Health Organization, (also known as "shot record" or "Yellow Card") that shows vaccinations are current.

(iii) Deploying personnel have all necessary passports, visas, and other documents required to enter and exit the USAFRICOM area of responsibility and have a Geneva Conventions identification card, or other appropriate DoD identity credential, from the deployment center.

(iv) Special area, country, and theater clearance is obtained for all personnel deploying. Clearance requirements are in DoD Directive 4500.54E, DoD Foreign Clearance Program. For this purpose, CAAF are considered non-DoD personnel traveling under DoD sponsorship. All deploying personnel have received personal security training. At a minimum, the training shall-

- (A) Cover safety and security issues facing employees overseas;
- (B) Identify safety and security contingency planning activities; and
- (C) Identify ways to utilize safety and security personnel and other resources appropriately.

All personnel have received isolated personnel training, if specified in the contract, in accordance with DoD Instruction B00.23, Isolated Personnel Training for DoD Civilian and Contractors.

Personnel have received law of war training as follows:

Basic training is required for all such personnel. The basic training will be provided through-

- (J) A military-run training center; or
- (2) A web-based source, if specified in the contract or approved by the Contracting Officer.
- (B) Advanced training, commensurate with their duties and responsibilities, may be required for some Contractor personnel as specified in the contract.

The Contractor shall notify all personnel who are not a host country national, or who are not ordinarily resident in the host country, that-

Such employees, and dependents residing with such employees, who engage in conduct outside the United States that would constitute an offense punishable by imprisonment for more than one year if the conduct had been engaged in within the special maritime and territorial jurisdiction of the United States, may potentially be subject to the criminal jurisdiction of the United States in accordance with the Military Extraterritorial Jurisdiction Act of 2000 (18 U.S.C. 3621, et seq.);

Pursuant to the War Crimes Act (18 U.S.C. 2441), Federal criminal jurisdiction also extends to conduct that is determined to constitute a war crime when committed by a civilian national of the United States;

Other laws may provide for prosecution of U.S. nationals who commit offenses on the premises of U.S. diplomatic, consular, military or other U.S. Government missions outside the United States (18 U.S.C. 7(9));

In time of declared war or a contingency operation, CAAF and selected non-CAAF are subject to the jurisdiction of the Uniform Code of Military Justice under 10 U.S.C. 802(a)(10);

Such employees are required to report offenses alleged to have been committed by or against contractor personnel to appropriate investigative authorities; and, assistance.

(vi) Such employees will be provided victim and witness protection and

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Processing and departure points. CAAF and, as specified in the statement of work, non-CAAF personnel shall-

Process through the deployment center designated in the contract, or as otherwise directed by the Contracting Officer, prior to deploying. The deployment center will conduct deployment processing to ensure visibility and accountability of contractor personnel and to ensure that all deployment requirements are met, including the requirements specified in paragraph (e)(1) of this clause;

Use the point of departure and transportation mode directed by the Contracting Officer; and

Process through a designated reception site upon arrival at the deployed location. The designated reception site will validate personnel accountability, ensure that specific USAFRICOM area of responsibility entrance requirements are met, and brief contractor personnel on theater-specific policies and procedures.

Personnel data. The Contractor shall-

Use the SPOT web-based system, or its successor, to account for-

Data for all CAAF supporting the U.S. Armed Forces deployed outside the United States.

All United States citizens and third-country nationals who are contractor personnel, when the personnel will be performing for 30 days or longer in the USAFRICOM area of responsibility under a contract valued at or above \$150,000 annually; and

(iii) All private security contractor personnel and their equipment, and all other contractor personnel authorized to carry weapons, when the personnel are performing in the USAFRICOM area of responsibility regardless of the length of performance or contract value.

Enter the required information about their Contractor personnel and their equipment prior to deployment and shall continue to use the SPOT web-based system at <https://spot.dmdc.mil> to maintain accurate, up-to-date information throughout the deployment for all Contractor personnel. Changes to status of individual Contractor personnel relating to their in-theater arrival date and their duty location, including closing out the deployment with their proper status (e.g., mission complete, killed, wounded) shall be annotated within the SPOT database in accordance with the timelines established in the SPOT Business Rules at http://www.acg.osd.mil/log/PS/ctrmgt_accountability.html.

The Contractor shall submit to the Contracting Officer for SPOT reporting, not later than the 10th day of each month, an aggregate count of all local national employees performing in the USAFRICOM area of responsibility, by country of performance, for 30 days or longer under a contract valued at or above \$150,000 annually.

Contractors using local national day laborers shall count each individual hired during the 30-day period only once.

For classified contracts, users shall access SPOT at

<https://spot.dmdc.osd.smil.mil>. To obtain access, contact the SPOT Customer Support Team via email: dodhra.beaualex.dmdc.mbx.spot-helpdesk@mail.mil.

Contractor personnel.

The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any contractor personnel who jeopardize or interfere with mission accomplishment or who fail to comply with or violate applicable requirements of this contract. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including the Termination for Default clause.

(2) The Contractor shall identify all personnel who occupy a position designated as mission essential and ensure the continuity of essential Contractor services during designated operations, unless, after consultation with the Contracting Officer, Contracting Officer's Representative, or local commander, the Contracting Officer directs withdrawal due to security conditions.

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(3) The Contractor shall ensure that contractor personnel follow the guidance at paragraph (e)(2)(v) of this clause and any specific Combatant Commander guidance on reporting offenses alleged to have been committed by or against contractor personnel to appropriate investigative authorities.

(4) Contractor personnel shall return all U.S. Government-issued identification, including the Common Access Card, to appropriate U.S. Government authorities at the end of their deployment (or, for non-CAAF, at the end of their employment under this contract).

Military clothing and protective equipment.

Contractor personnel are prohibited from wearing military clothing unless specifically authorized in writing by the Combatant Commander or subordinate joint force commanders. If authorized to wear military clothing, contractor personnel must-

Wear distinctive patches, arm bands, nametags, or headgear, in order to be distinguishable from military personnel, consistent with force protection measures; and

(ii) Carry the written authorization with them at all times.

(2) Contractor personnel may wear military-unique organizational clothing and individual equipment required for safety and security, such as ballistic, nuclear, biological, or chemical protective equipment.

The deployment center, or the Combatant Commander, shall issue organizational clothing and individual equipment and shall provide training, if necessary, to ensure the safety and security of contractor personnel.

The Contractor shall ensure that all issued organizational clothing is returned to the point of issue, unless otherwise directed by the Contracting Officer.

Weapons.

If the Contractor requests that its personnel performing in the USAFRICOM area of responsibility be authorized to carry weapons for individual self defense, the request shall be made through the Contracting Officer to the Combatant Commander, in accordance with DoD Instruction 3020.41. The Combatant Commander will determine whether to authorize in-theater contractor personnel to carry weapons and what weapons and ammunition will be allowed.

If contractor personnel are authorized to carry weapons in accordance with paragraph G)(l) of this clause, the Contracting Officer will notify the Contractor what weapons and ammunition are authorized.

The Contractor shall ensure that its personnel who are authorized to carry weapons-

Are adequately trained to carry and use them-

Safely;

(B) With full understanding of, and adherence to, the rules of the use of force issued by the Combatant Commander; and

(C) In compliance with applicable agency policies, agreements, rules, regulations, and other applicable law;

Are not barred from possession of a firearm by 18 U.S.C. 922;

Adhere to all guidance and orders issued by the Combatant Commander regarding possession, use, safety, and accountability of weapons and ammunition;

Comply with applicable Combatant Commander, subordinate joint force commander, and local commander force-protection policies; and

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Understand that the inappropriate use of force could subject them to U.S. or host-nation prosecution and civil liability.

Whether or not weapons are Government-furnished, all liability for the use of any weapon by contractor personnel rests solely with the Contractor and the Contractor employee using such weapon.

Upon redeployment or revocation by the Combatant Commander of the Contractor's authorization to issue firearms, the Contractor shall ensure that all Government-issued weapons and unexpended ammunition are returned as directed by the Contracting Officer.

(k) *Vehicle or equipment licenses.* Contractor personnel shall possess the required licenses to operate all vehicles or equipment necessary to perform the contract in the USAFRICOM area of responsibility.

(l) Purchase of scarce goods and services. If the Combatant Commander has established an organization for the USAFRICOM area of responsibility whose function is to determine that certain items are scarce goods or services, the Contractor shall coordinate with that organization local purchases of goods and services designated as scarce, in accordance with instructions provided by the Contracting Officer.

Evacuation.

If the Combatant Commander orders a mandatory evacuation of some or all personnel, the Government will provide assistance, to the extent available, to contractor personnel who are U.S. citizens and third country nationals.

(2) In the event of a non-mandatory evacuation order, unless authorized in writing by the Contracting Officer, the Contractor shall maintain personnel on location sufficient to meet obligations under this contract.

Next of kin notification and personnel recovery.

The Contractor shall be responsible for notification of the employee designated next of kin in the event an employee dies, requires evacuation due to an injury, or is isolated, missing, detained, captured, or abducted.

(2) The Government will assist in personnel recovery actions in accordance with DoD Directive 3002.01E, Personnel Recovery in the Department of Defense.

(o) *Mortuary affairs.* Contractor personnel who die while in support of the U.S. Armed Forces shall be covered by the DoD mortuary affairs program as described in DoD Directive B00.22, Mortuary Affairs Policy, and DoD Instruction 3020.41, Operational Contract Support.

Changes. In addition to the changes otherwise authorized by the Changes clause of this contract, the Contracting Officer may, at any time, by written order identified as a change order, make changes in the place of performance or Government furnished facilities, equipment, material, services, or site. Any change order issued in accordance with this paragraph (p) shall be subject to the provisions of the Changes clause of this contract.

Subcontracts. The Contractor shall incorporate the substance of this clause, including this paragraph (q), in all subcontracts that require subcontractor personnel to perform in the USAFRICOM area of responsibility.

(End of clause)

NFAS 5252.201-9300 - CONTRACTING OFFICER AUTHORITY (JUN 1994)

In no event shall any understanding or agreement between the Contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the Contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The Contractor is hereby put on notice that

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in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the Contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

(End of clause)

NFAS 5252.209-9300- ORGANIZATIONAL CONFLICTS OF INTEREST (JUN 1994)

The restrictions described herein shall apply to the Contractor and its affiliates, consultants and subcontracts under this contract. If the Contractor under this contract prepares or assists in preparing a statement of work, specifications and plans, the Contractor and its affiliates shall be ineligible to bid or participate, in any capacity, in any contractual effort which is based on such statement of work or specifications and plans as a prime contractor, subcontractor, consultant or in any similar capacity. The Contractor shall not incorporate its products or services in such statement of work or specification unless so directed in writing by the Contracting Officer, in which case the restriction shall not apply. This contract shall include this clause in its subcontractor's or consultants' agreements concerning the performance of this contract.

(End of clause)

NFAS 5252.217-9301 - OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN 1994)

- (a) The Government may extend the term of this contract for a term of one (1) to twelve (12) months by written notice to the Contractor within the performance period specified in the Schedule; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend 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 provision.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 48 months.

(End of clause)

NFAS 5252.242-9300 - GOVERNMENT REPRESENTATIVES (OCT 1996)

The contract will be administered by an authorized representative of the Contracting Officer. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by the Contracting Officer prior to completion of this contract. The authorized representative as indicated hereinafter:

 X The Contracting Officer's Representative (COR) will be designated by the Contracting Officer as the authorized representative of the Contracting Officer. The COR is responsible for monitoring performance and the technical management of the effort required hereunder, and should be contacted regarding questions or problems of a technical nature.

 X The designated Contract Specialist will be the Administrative Contracting Officer's representative on all other contract administrative matters. The Contract Specialist should be contacted regarding all matters pertaining to the contract or task/delivery orders.

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_____ The designated Property Administrator is the Administrative Contracting Officer's representative on property matters. The Property Administrator should be contacted regarding all matters pertaining to property administration.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

Past Performance Questionnaire