

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-8038		2. DELIVERY ORDER NO. NW03		3. EFFECTIVE DATE 2016 Jun 06		4. PURCH REQUEST NO. N5702516RC040CG		5. PRIORITY Unrated											
6. ISSUED BY NAVSUP FLC San Diego, Code 200 3985 Cummings Road San Diego CA 92136-4200 Sheri K Bunn-Markryd/240 619-556-7856			CODE N00244		7. ADMINISTERED BY DCMA ST. PETERSBURG 830 Central Avenue, Suite 400 ST. PETERSBURG FL 33701			CODE S1109A											
9. CONTRACTOR Tek Source USA, Inc. 8402 Laurel Fair Circle, Suite 209 Tampa FL 33610-7326			CODE 4AQC3		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		8. DELIVERY FOB DEST NATION OTHER (See Schedule if other)										
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.									
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. PURCHASE <input type="checkbox"/> Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIF ED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			12. DISCOUNT TERMS Net 30 Days		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input checked="" type="checkbox"/> WOMEN-OWNED		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule			<p style="text-align: center;">Tom Hestle Contracts, Programs, BD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">NAME OF CONTRACTOR</td> <td style="width: 30%;">SIGNATURE</td> <td style="width: 30%;">TYPED NAME AND TITLE</td> <td style="width: 10%;">DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:</p>									NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)				
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)																
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED *		21. UNIT	22. UNIT PRICE		23. AMOUNT									
		See Schedule																	
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA BY: /s/Ralph A Franchi				25. TOTAL \$164,998.32		26. D FFERENCES									
27a. QUANTITY N COLUMN 20 HAS BEEN																			
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE												
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS										
f. TELEPHONE					g. E-MA L ADDRESS		32. PAID BY		33. AMOUNT VERIF ED CORRECT FOR										
36. I CERT FY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER												
a. DATE		b. SIGNATURE AND TITLE OF CERTIFY NG OFFICER			31. PAYMENT PARTIAL		35. B LL OF LADING NO.												
					FULL														
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.									

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GENERAL INFORMATION

Tek Source USA, Inc. technical proposal submitted on 09 May 2016 is hereby incorporated by reference.

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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
8000	R408	CNAP FLAG OFFICE SUPPORT SERVICES 2 FTE'S (PROGRAM MANAGERS) (O&MN,N)	12.0	MO		
8100	R408	CNAP FLAG OFFICE SUPPORT SERVICES 2 FTE'S (PROGRAM MANAGERS) OPTION PERIOD ONE (O&MN,N)	12.0	MO		
		Option				
8200	R408	CNAP FLAG OFFICE SUPPORT SERVICES 2 FTE'S (PROGRAM MANAGERS) OPTION PERIOD TWO (O&MN,N)	12.0	MO		
		Option				
8300	R408	CNAP FLAG OFFICE SUPPORT SERVICES 2 FTE'S (PROGRAM MANAGERS) OPTION PERIOD THREE (O&MN,N)	12.0	MO		
		Option				
8400	R408	CNAP FLAG OFFICE SUPPORT SERVICES 2 FTE'S (PROGRAM MANAGERS) OPTION PERIOD FOUR (O&MN,N)	12.0	MO		
		Option				

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

FOR

COMMANDER NAVAL AIR FORCE U. S. PACIFIC FLEET

FLAG SECRETARY OFFICE AND

OFFICIAL FUNCTIONS SUPPORT SERVICES

1.0 INTRODUCTION

This performance work statement (PWS) identifies and defines the service requirements for the Flag Secretary Office and Official Function support services requirements for the Commander Naval Air Force U. S. Pacific Fleet (COMNAVAIRPAC/CNAP) San Diego, CA.

2.0 BACKGROUND

The Flag Secretary Office coordinates the administrative activities of the CNAP Staff as well as the management and oversight of CNAP headquarters facilities. This office is the primary focal point/liaison with Navy Public Works in the maintenance and upkeep of CNAP buildings. The office is also responsible for staff engraving and graphic design requests, and for the oversight, planning and coordination of official CNAP Command events.

The Flag Mess prepares and serves over 1,000 meals per month to the CNAP staff, and provides mess support services for a minimum 12 Official Flag Functions/Events each year. The Flag Mess is staffed by five to six Culinary Specialists (CS's), E-6 and below, and falls under the oversight of the Flag Secretary. The number of personnel assigned to work CNAP Official events/functions varies, depending on the event. This PWS encompasses tasks necessary to provide official functions and events menu planning, and ceremonial and reception material warehouse management support services.

3.0 SCOPE

The objective of this order is to obtain the requisite level of expertise for performance of the tasks defined in the Section 4 of this PWS. The Contractor shall provide qualified and experienced personnel capable of providing the services described herein.

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4.0 PERFORMANCE REQUIREMENTS

The contractor shall perform the following tasks in accomplishing the requirements of this contract. The contractor shall provide the necessary timely assistance to meet emergent requirements.

4.1 CNAP FLAG SECRETARY OFFICE SUPPORT SERVICES - FACILITIES LIASION/ENGRAVING/GRAPHIC DESIGN

4.1.1 Coordinate and/or perform minor general maintenance to include but not be limited to the repair and/or replacement and hanging and/or installation of light bulbs and fixtures. (Average four general maintenance issues a month).

4.1.2 Submit trouble calls through the Public Works Department for all 14 buildings that are under the cognizance of the CNAP Flag Secretary (See Attachment (1): CNAP Buildings). Within two working days of receipt of request, contractor shall respond to customer with estimated time of issue resolution. These trouble calls will include, but are not limited to, locksmith, landscaping, electrical, plumbing, carpentry, pest control, sanitation problems, recycling, and hazardous material and waste disposal. (Approximately 30 trouble calls a month).

4.1.3 Maintain safety requirements in accordance with Naval Base Coronado Fire Marshall directives by performing quarterly and semi-annual review/inspections of fire extinguishers, and heat producing devices; ensure requisite permits are obtained and properly displayed.

4.1.4 The contractor shall continuously maintain a database identifying the tag numbers of 13 Government vehicles assigned to the Command, the responsible department, and the mileage.

4.1.5 Prepare complete sets of drawings from sketches, models, and verbal information supplied by designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete the drawings. The contractor selects additional required information from precedents, manufacturers' catalogs, and technical guides. (See Attachment (4): CNAP Graphics Printing Jobs for frequency and volume).

4.1.6 Initiate CNAP staff member's engraving jobs within two days of receipt of emailed request.

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(Approximately 35 requests per month).

4.1.7 Request, setup, and breakdown ceremonial and reception equipment used for CNAP official events held at Quarters A, Sea Cabin, or CNAP Headquarters Building 8; reserve vehicles through Public Works Department. See Table 4.5 for schedule of anticipated yearly CNAP Official Functions & Events. The contractor shall request approval for use of ceremonial equipment with CNAP N412 utilizing Attachment (2): CNAP Pool Asset Equipment Request form.

(BLDG 272 Ceremonial Equipment: houses large inventory of tables, chairs, tents, flags, Ceremonial Quarter Deck, and stages. BLDG 662 Reception Equipment: houses food service gear, heaters, consumables, ready issue tables and chairs to support events with fewer than 100 guests).

4.2 OFFICIAL FUNCTIONS AND EVENTS MENU PLANNING

4.2.1 For each official function/event listed in 4.5, the contractor shall create a menu, budget, and table and seating layout. The planning process begins 30-120 days prior to the Official Function/Event. All documents are to be submitted in accordance with appropriate planning timeline to N41 representative for review, who will then forward drafts to CNAP Protocol Office to be submitted to Chief of Staff (COS) and the Admiral for approval.

4.2.1.1 Determine estimated number of guests, budget, and vision for the event such as theme and type of dinner/reception during pre-planning meetings with Protocol Office, Flag Secretary, and Code N41 representative. (Formal reception meals consist of five courses plus a minimum of two appetizers. Stand-up and buffet receptions consist of two protein dishes, two vegetable/fruit dishes, two complementary starch side dishes, two to three deserts, and a beverage selection; the contractor will not be responsible for providing meals/beverages as part of this requirement).

4.2.2 Conduct a final review of menu, budget, and table and seating layout with Protocol Office 14 days prior to the official function/event. Adjustments will be made based on number of RSVP's, and a final budget will be approved by the Protocol Office. The number of guests will vary from 12 to 1,500 depending on the official function/event.

4.2.2.1 Prepare grocery lists based on the final approved menu, budget, and table and seating layout, to include recommended sources of supply for review and purchase by CNAP N41.

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4.2.3 Complete the “AIRPAC Events Checklist” (Attachment 3) spreadsheet for each official function/event, identifying event name, date, time, place, number of guests, food, equipment (e.g. tables, tents, chairs, lighting, heaters, grills, service ware, serving dishes, etc.), linens, manpower, and consumables (e.g. towels, soap, trash bags, etc.) needed for the event and commensurate with the number of guests. Above listed items will be provided by the Government. Email completed “AIRPAC Events Checklist” to CNAP N41 a week prior to the official function/event.

4.2.4 Ten to fifteen days prior to smaller events, defined as those with fewer than 100 guests, the contractor shall create recipes for the approved menu items and demonstrate proper food handling, sanitation, preparation, presentation, setup, and service to CNAP staff Culinary Specialists (CS’s) and assigned working personnel. Historically, there are five to six CS’s and five to ten non-CS working party personnel. The referenced CSs and non-CSs personnel will be provided by the Government.

4.2.5 Twenty-one to forty-five days prior to larger events, defined as those with more than 100 guests, the contractor shall create recipes for the approved menu items and demonstrate proper food handling, sanitation, preparation, presentation, setup, and service to CNAP staff Culinary Specialists (CS’s) and assigned working personnel. Historically, maximum 20 CS’s and 50 non-CS working party personnel. The referenced CSs and non-CSs personnel will be provided by the Government.

4.2.6 Breakout catering and reception equipment (as defined in 4.1.7), linens, and consumables outlined in completed “AIRPAC Events Checklist” to be transported by Government representative to the event site.

4.2.6.1 At start of official function/event, provide hard-copy table layout to CNAP Protocol Office designated lead military representative overseeing the event.

4.2.7 For each official function/event, continually check for compliance with NAVMED P5010: Food Service Sanitation, and make recommendations for corrections to the designated military representative to ensure safety and sanitation standards in kitchens, dining room, food preparation, and storage areas are being met.

4.3 CATERING AND RECEPTION EQUIPMENT WAREHOUSE MANAGEMENT

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4.3.1 Within 30 days of contract award, and once annually thereafter, conduct wall-to-wall inventory of catering and reception equipment, including linens, housed in building 622. Provide inventory results to CNAP N41, N004, and the COR in accordance with: **CDRL A001: Annual Catering & Reception Equipment Warehouse (BLDG 662) Inventory Report**

4.3.2 Issue catering and reception equipment to CNAP Aircraft Carriers, Air Wings, and squadrons located at NAS North Island upon receipt of CNAP N41 approved request. (Approximately one approved request per week utilizing Attachment (3): AIRPAC Events Checklist).

4.3.3 Reconcile list of equipment issued to actual equipment returned from subordinate CNAP commands. Inspect and evaluate catering and reception equipment for serviceability and make recommendations for repair or replacement to CNAP N41. (Approximately once a week).

4.3.3.1 Identify and recommend sources of supply for new and replacement catering and reception equipment to CNAP N41.

4.3.3.2 After each official function/event, breakdown and clean catering and reception equipment prior to re-packaging and re-stowing.

4.3.4 After each official function/event receive excess food service equipment from CNAP Aircraft carriers, inspect items for serviceability, identify items for repair to CNAP N41, and stow serviceable items.

4.4 LAUNDRY SERVICES

4.4.1 Maintain an inventory of clean linens and tablecloths for the Flag Mess and Official CNAP Functions/Events listed in Table 4.5. This includes approximately 3,000 pieces of linens, uniforms, napkins, skirting, spandex, and runners in different colors, shapes, and sizes. The Flag Mess has four tables that seat eight people, and supports approximately 300 authorized diners. Napkins are changed per diner and table cloths are changed when soiled and at the end of each meal, at least twice daily.

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4.4.2 Identify items and quantities requiring laundry services and provide list to CNAP N41, weekly. The amount of laundry varies based on size of function/event, from 20-200 pounds.

4.4.3 After each official function/event or meal, deliver items requiring laundering to cleaning service identified by CNAP N41.

4.4.4 Conduct weekly inventory of laundered items returned and provide results information to CNAP N41 and Flag Secretary, and stow laundered items.

Table 4.5 CALENDAR OF FLAG EVENTS	
MONTH	EVENT
JULY	Fleet Week Reception (Average number of guests:500)
SEPTEMBER	PCO/XO Reception (Average number # of guests: 80)
OCTOBER	SPEEDFEST (Average number of guests: 1000)
OCTOBER	CNAF 06 Training Reception (Average number of guests: 80)
TBD (varies)	CNAF Change of Command (Average number of guests: 1500)
DECEMBER	11 Star Holiday Reception (Average number of guests: 800)
JANUARY	PCO/XO Reception (Average number of guests: 100)
FEBRUARY	Sailor Of The Year Luncheon/Reception (Average number of guests: 200)
MARCH	CNAF 05 Training Symposium (Average number of guests: 150)
MAY	PCO/PXO Reception (Average number of guests: 80)
MAY	Aviation Flag Officer Training Symposium (Average number of guests: 150)
MAY	Retired Flag Officer Training Symposium (Average number of guests: 100)
JUNE	11 STAR Battle Of Midway Commemoration (Average number of guests: 1200)
TBD	Quarterly ORF Community Dinners and Receptions (Average number guests: 12-30)
TBD (varies)	Official, Approved CNAF Military Retirement Ceremonies (Average number of guests: 50)
Note: based on historical information, official functions/events may exceed mess operations up to 16 hours. From start to finish to include clean-up, 0730 – 2400.	

5.0 DELIVERABLES

CDRL A001- Annual Catering & Reception Equipment Warehouse (BLDG 662) Inventory Report

Contractor shall use approved Government format. Report is due within 30 days of contact award, and subsequent submissions are due within ten (10) days after the start of exercised

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option year periods of performance. Distribute completed inventory report to designated representative of CNAP N004, N41, and the COR.

6.0 CONTRACTOR PERSONNEL REQUIREMENTS

6.1 General: The Contractor shall provide an adequate number of qualified personnel to ensure satisfactory performance of the services required herein.

6.1.1 Proof of Citizenship: No employee or representative of the Contractor shall be admitted to the site of work unless satisfactory proof of citizenship is furnished or, if the individual is not a U.S. citizen, legal residency and authorization to work within the United States is confirmed. The Contractor shall maintain Immigration and Naturalization Service certifications (Form I-9) for applicable personnel.

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6.1.2 Literacy: All Contractor employees shall communicate in the English language (i.e., read, write, speak, and comprehend) with sufficient degree of fluency to understand and be understood.

6.1.3 Conduct: Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner. Employee dress and appearance shall be neat and comply with applicable safety and health directives. The Government reserves the right to search contractor and subcontractor employees, their belongings, vehicles and work areas in accordance with 50 USC 795.

6.1.4 Removal of employees: The Contractor shall remove from the site any individual whose continued employment is deemed by the Contracting Officer's Representative to be contrary to the public interest or inconsistent with the best interests of National Security.

6.1.5 Conflict of Interest: The Contractor may not employ for work any person whose employment would result in a conflict of interest under the Procurement Integrity Act or other laws or regulations.

6.2 PERSONNEL QUALIFICATIONS, KNOWLEDGE/SKILLS DESIRED

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6.2.1 Contractor personnel will be working in the headquarters of Commander, Naval Air Force Pacific Fleet and must be able to communicate effectively with all levels of military and Government civilian personnel on CNAP staff and other commands.

6.2.2 Contractor personnel must be able to manage multiple tasks at one time; coordinate with other personnel within the command; and develop strategies to optimize task performance, ensure efficiency, and achieve a high level of customer satisfaction.

6.2.3 Contractor personnel must be proficient in the use of Microsoft Office with an emphasis on Outlook, Word, Excel, Access, and PowerPoint, and must be able to enter, save, retrieve, edit, and present text, spreadsheets and/or charts.

6.2.4 Education Required: High School Diploma

6.2.5 Flag Secretary Office Support Experience: Recent, within three years prior work experience that demonstrates:

6.2.5.1 Capability as a facility self-help/help-desk coordinator

6.2.5.2 Capability as an engraving/graphics design technician that is proficient with the following software programs/packages:

- (a) Microsoft Project
- (b) Adobe Photoshop CS
- (c) Corel Draw Suite 12
- (d) Studio 9
- (e) Adobe Indesign CS
- (f) Adobe Illustrator CS

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6.2.5.3 Practical skill and knowledge (but not proficiency) in such trades as painting and carpentry.

6.2.6 Official Flag Functions and Events Planning and Ceremonial and Reception Gear
Warehousing Experience: Recent, within three years, prior work experience that demonstrates:

6.2.6.1 Knowledge and understanding of Etiquette and Formal Service, at Official Function Flag level receptions.

6.2.6.2 Knowledge and understanding of NAVMED Publication 5010 as it applies to food service and sanitation, and must hold a current California Food Handler's Card.

6.2.6.3 Knowledge and understanding of all rules, regulations, and protocols governing dining and reception service to the Flag Officer Community and a thorough knowledge of Official Representation Instruction.

6.2.6.4 Prior work experience supporting/managing a Flag or Private Mess.

7.0 SECURITY

7.1 Support of all efforts under this contract requires contractor personnel to have access to Government data and the Navy Marine Corps Intranet (NMCI), which requires issuance of a Common Access Card (CAC). In addition, contractor personnel performing Section 4.1 tasks are required to have a security clearance of SECRET. The Government will provide a DD254 to cover the classified requirements under this contract.

7.1.2 Contractor personnel with access to NMCI must comply with current DoD mandated Information Technology (IT) training requirements. The current training requirements are:

COURSE TITLE	PERIODICITY	Provided
DOD Cyber Awareness Challenge V2 (DOD-IAA-V12.0)	Annual	Navy Knowledge Online, https://www.nko.navy.mil/

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Privacy and Personally Identifiable Information (PII) Awareness Training (DOD-PII-2.0)	Annual	Navy Knowledge Online, https://www.nko.navy.mil/
Records Management in the DON: Everyone's Responsibility (DOR-RM-010-1.1)	Annual	Navy Knowledge Online, https://www.nko.navy.mil/

7.1.3 The contractor Facility Security Officer (FSO) will enter the contractor employee in the Joint Personnel Adjudication System (JPAS) and submit a visit request to JPAS SMO Code N570254. The Contractor FSO must also submit a Visit Authorization Letter (VAL). The VAL is required to validate the contractor's employment and for CAC issuance. The JPAS visit request and VAL must be provided prior to the contractor reporting to the command for the contracted assignment. The VAL must be sent via encrypted or password protected email to the COMNAVAIRPAC Security Manager and the COMNAVAIRPAC Trusted Agent Sponsorship System Trusted Agent (TASS TA) listed below, and will include the following information:

a. Contractor's company name, address, telephone number, assigned CAGE Code, certification of the level of facility security clearance, contract number and expiration date.

b. Government Sponsor.

c. Name, date and place of birth, and citizenship of the employee(s).

d. Contractor employee(s) email address (for CAC issuance).

e. Certification of the employees' personnel security clearance (type of clearance, date clearance granted, type of investigation and date investigation completed) and any special access authorizations required for the visit.

f. Purpose of visit.

7.1.4 Once the contractor employee has been properly vetted, an application for a CAC will be initiated by a DoD Trusted Agent (TA) via the Trusted Agent Sponsorship System (TASS). The CAC will be used to gain physical access to DoD installations and logical access to DoD information assurance resources. When the CAC is no longer required, the Contractor or Program

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manager will recover the CAC from the Contractor employee and return the CAC to the CNAP DoD TASS Trusted Agent (TA) or sponsor.

7.1.4.1 The contractor shall comply with all applicable DoD security regulations, policies and procedures during the performance of this task order. The contractor shall not disclose and must safeguard Classified Information, Procurement Sensitive Information, Computer Systems (Hardware) and data, Privacy Act Data, Sensitive But Unclassified (SBU) information and all other Government work obtained or generated in the performance of this contract. Contractor personnel on site will participate in all Government activity security awareness training. The Contractor FSO shall refer to and follow the National Industrial Security Program Operating Manual (NISPOM) DoD 5220.22-M and applicable Government security policies for security guidance.

- DoD 5200.1R Information Security Program
- DoD 5200.2-R Personnel Security Program

7.1.4.1.2 The COMNAVAIRPAC Security Manager is Mr. Chris Bruebaker;

Email address: Christopher.bruebake@navy.mil; telephone: 619-767-1534.

7.1.4.1.3 The COMNAVAIRPAC Trusted Agent is: YN1 Cora Thomas; Email address: cora.thomas@navy.mil; Telephone: 619-545-1861

7.1.5 The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as specified under this PWS 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 that provides for greater rights to the contractor.

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7.1.6 Contractor personnel will be required to complete, sign and date CNAP Security Indoctrination brief provided by CNAF Industrial Security manager at time of check-in with the Command.

7.1.7 The Contractor shall comply with all applicable security requirements, abide by direction given by Military Police or other security personnel, and adhere to installation traffic laws.

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7.1.8 The Trustworthiness clause is applicable to this task order. Contract security requirements are defined in the contract DD254, Contract Security Classification Specification. All information or data developed under this contract belongs to and is the property of the U.S. Government and shall be marked and handled as For Official Use Only (FOUO).

8.0 CNAP GUIDELINES FOR CONTRACTOR

8.1 When performing the tasks associated with this SOW using e-mail, through phone calls, at meetings, in public or otherwise, contractor personnel will make clear to all individuals they deal with that they are contractor employees and not DoD employees.

8.1.1 Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel in accordance with (IAW) Defense Federal Acquisition Regulations Supplement (DFARS) Part 211.106. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

8.1.2 Contractor personnel will not make any commitment to non-DoD personnel, including a foreign official, which commits the expenditure of U. S. Government resources.

8.1.3 Contractor employees performing services shall be required to comply with all local installation rules and regulations applicable to the conduct, safety, security, and procedures governing site entry and exit.

8.1.4 All Personnel performing work under this PWS shall be fully trained in the areas to which they are assigned. Personnel shall arrive on site ready and able to perform all specified tasks. The Government will not provide substantial instruction or on-the-job training for personnel not directly employed by the Government.

9.0 GOVERNMENT FURNISHED PROPERTY

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The Government will provide on-site Government facilities, adequate working space and all necessary equipment/supplies to perform the tasks required in Section 4.0. The contractor shall maintain the space in a neat and orderly manner. Personal or company use of telephones, utilities, computers, printers, copiers or other equipment not directly related to required services is strictly prohibited. The contractor shall not remove any Government furnished equipment or supplies from the worksite without express written permission of the contracting officer.

10.0 HOURS OF OPERATION

10.1 Work shall be full time during the Government's regular business hours, which are Monday through Friday between the hours of 7:30 AM and 4:00 PM, except federal holidays. The contractor is not required to provide services on federal holidays. The federal holidays are New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

10.2 Contractor support of this effort may require services beyond/outside normal working hours and on weekends in support of CNAP Official Functions/Events listed in Table 4.5 of this PWS. If overtime is required, it will be addressed at the time of the requirement in accordance with FAR 22.103.

11.0 PLACE OF PERFORMANCE

11.1 Place of Performance: Work will be performed on Government Site, located at Commander Naval Air Force, U. S Pacific Fleet, Naval Air Station North Island CA.

12.0 COMNAVAIRPAC POINTS OF CONTACT

12.1 Primary TPOC: LCDR Christopher Verdell, (619) 545-1861; email: christopher.verdell@navy.mil

12.2 Contracting Officer's Representative (COR): Mr. Jose Sison, (619) 545-1043; email: jose.sison@nav.mil

13.0 REPORTING REQUIREMENTS

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Enterprise-wide Contractor Manpower Reporting Application (ECMRA):

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Flag Secretary Office Support and Official Flag Event Planning and Ceremonial/Reception Material Warehouse Management Services CNAP via a secure data collection site. The contractor is required to completely fill in all data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

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SECTION D PACKAGING AND MARKING

Packing and markings shall be in accordance with Section D of the IDIQ contract.

There is no packing and markings requirement for the services to be provided in response to the task order unless otherwise indicated by the Contracting Officer Representative (COR). All deliverables shall be packaged and marked in accordance with the (IAW) best commercial practices.

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SECTION E INSPECTION AND ACCEPTANCE

The Contracting Officer Representative (COR) identified in Section G is the only person empowered to inspect and accept work under this task order. Upon completion of all work and final submission of all data items, the contractor shall prepare and sign a Certificate of Final Acceptance memorandum, and submit it to the COR for signature. The contractor shall include the fully signed memorandum with its final invoice.

52.246-5 Inspection of Services - Cost Reimbursement (Apr 1984)

- a. Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.
- b. The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.
- c. The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.
- d. If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by performance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and (2) reduce any fee payable under the contract to reflect the reduced value of the services performed.
- e. If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances; or (2) terminate the contract for default.

(End of Clause)

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000 6/6/2016 - 6/5/2017

CLIN - DELIVERIES OR PERFORMANCE

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

8000 6/6/16 - 6/5/17

8100 6/6/17 - 6/5/18

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

8200 6/6/18 - 6/5/19

8300 6/6/19 - 6/5/20

8400 6/6/20 - 6/5/21

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SECTION G CONTRACT ADMINISTRATION DATA

SECTION G CONTRACT ADMINISTRATION DATA

252.204-0002 Line Item Specific: Sequential ACRN Order (SEP 2009)

Contracting Officer
Ralph A. Franchi
3985 Cummings Road
San Diego, CA 92136
ralph.franchi@navy.mil
619-556-9776

Contract Specialist
Sheri K. Bunn-Markryd
3985 Cummings Road
San Diego, CA 92136
sheri.bunnmarkryd@navy.mil
619-556-7856

Contracting Officer Representative
Jose T. Sisan, CNAP N412
PO Box 357051
San Diego, CA 92135-7051
Jose.sison@navy.mil
619-545-1043

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 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 Central Contractor Registration at <https://www.acquisition.gov>; and

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

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

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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).

Cost Voucher

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

COR: Jose T. Sisan
Tel: 619-545-1043

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

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N00244
Admin DoDAAC	N00244
Inspect By DoDAAC	N57025
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N57025
Service Acceptor (DoDAAC)	N57025
Accept at Other DoDAAC	N/A
LPO DoDAAC	N57025
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 email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

WAWF Acceptor: Jose T. Sison, CNAPN412 (email: jose.sison@navy.mil; phone: 619-545-1043)

WAWF LPO: Jacquely G. Brown, CNAP N412 (email: Jacquelyn.brown@navy.mil; phone: 619-545-1027)

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

See Section G for points of contact.

Invoice Schedule

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

Invoices shall be submitted once a month for services rendered and travel performed during the previous month. All invoices need to be submitted electronically via WAWF. Hard copy invoices cannot be accepted. Only one invoice may be submitted per month. Invoices must identify the invoicing period. If charges against more than one line item have occurred during the invoicing period, all charges must be combined into one invoice. If invoicing against travel, the invoice must contain a summary detailing the charges as well as an attachment of supporting documentation. The contractor's failure to include the necessary information or a more frequent invoice submission than authorized will result in invoices being rejected.

CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.

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e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations /clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

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(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

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(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

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- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8000	N5702516RC040CG	
LLA :		
AA 1761804 70CE 251 57025 H 068688 2D C040CG 570256HQA3QQ		
Standard Number: N5702516RC040CG		

BASE Funding
Cumulative Funding

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SECTION H SPECIAL CONTRACT REQUIREMENTS

CONTRACT ADMINISTRATION PLAN (CAP)

FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:
 - a. Technical Interface

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(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARS covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

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(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly

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adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the

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invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

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SECTION I CONTRACT CLAUSES

SECTION I CONTRACT CLAUSES

SECTION I CONTRACT CLAUSES

Note: The following clauses are incorporated by reference in this Task Order; however, all applicable clauses incorporated by reference in the basic MAC contract also apply.

CLAUSES INCORPORATED BY REFERENCE

52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011)

52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)

52.204-10 REPORTING EXECUTIVE COMPENSATION & FIRST-TIER SUBCONTRACTOR AWARDS (FEB2012)52.215-23 LIMITATIONS ON PASS-THROUGH CHARGES (OCT 2009)

52.215-12 SUBCONTRACTOR COST OR PRICING DATA (OCT 1997)

52.215-13 SUBCONTRACTOR COST OR PRICING DATA -- MODIFICATIONS (OCT 1997)

52.215-22 LIMITATIONS ON PASS-THROUGH CHARGES - IDENTIFICATION OF SUBCONTRACTOR EFFORT (OCT 2009)

52.215-23 LIMITATIONS ON PASS-THROUGH CHARGES (OCT 2009)

52.216-7 ALLOWABLE COST AND PAYMENT

52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS

52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION (APR 2009)

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

52.222-17 NONDISPLACEMENT OF QUALIFIED WORKERS UNDER SERVICE CONTRACTS (JAN 2013)

52.222-40 NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NAT'L LABOR RELATIONS ACT (DEC2010)

52.222-3 CONVICT LABOR (JUNE 2003)

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52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (JAN 2009)

52.224-1 PRIVACY ACT NOTIFICATION (APRIL 1984)

52.224-2 PRIVACY ACT (APRIL 1984)

52.227-14 RIGHTS IN DATA-GENERAL

52.232-22 LIMITATION OF FUNDS (APR 1984)

52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION (APR 1984)

52.237-3 CONTINUITY OF SERVICES (JAN 1991)

52.242-5 STOP-WORK ORDER (AUG 1989)

52.244-2 SUBCONTRACTS (OCT 2010)

52.245-1 GOVERNMENT PROPERTY (APR 2012)

52.246-25 LIMITATION OF LIABILITY SERVICES (FEB 1997)

52.247-1 COMMERCIAL BILL OF LADING NOTIFICATIONS (FEB 2006)

52.247-34 F.O.B. DESTINATION (NOV 1991)

52.247-63 PREFERENCE FOR U.S. FLAG AIR CARRIERS (JUNE 2003)

245.103-70 FURNISHING GOVERNMENT PROPERTY TO CONTRACTORS (NOV 2014)

245.103-72 GOVERNMENT FURNISHED PROPERTY ATTACHMENTS & SOLICITATIONS (NOV 2014)

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

252.203-7000 REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)

252.203-7997 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003) (OCT 2015) 252.203-7999 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS - REPRESENTATION (DEVIATION 2015-00010) (FEB 2015)

252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (DEC 2015)

252.222-7006 RESTRICTIONS OF THE USE OF MANDATORY ARBITRATION AGREEMENTS (DEC 2010)

252.227-7013 RIGHTS IN TECHNICAL DATA ON COMMERCIAL ITEMS (FEB 2012)

252.227-7016 RIGHTS IN BID OR PROPOSAL INFORMATION (JUN 1995)

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252.227-7017 IDENTIFICATION AND ASSERTION OF USE, RELEASE, OR DISCLOURE RESTRICTIONS (JAN 2011)

252.227-7030 TECHNICAL DATA-WITHHOLDING OF PAYMENT (MAR 2000)

252.227-7037 VALIDATION OF RESTRICTIVE MARKINGS ON TECHNICAL DATA (SEP 1999)

252.239-7001 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (JAN 2008)

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAR 2008)

CLAUSES INCORPORATED BY FULL TEXT

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

- a. The Government may extend the term of this contract by written notice to the Contractor within prior to the expiration of the contract; provided that the Government gives 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 clause.
- c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (JAN 1997)

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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52.233-2 SERVICE OF PROTEST (SEP 2006)

- a. Protest, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Ralph A. Franchi, Contracting Officer, NAVSUP FLCSD, Code 240, Building 116, 3985 Cummings Road, San Diego, CA 92136-4000.
- b. The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

52.237-3 CONTINUITY OF SERVICES (JAN 1991)

- a. The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to -- (1) Furnish phase-in training; and (2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.
- b. The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out

period to ensure that the services called for by this contract are maintained at the required level of proficiency.

- i. The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor. (d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

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

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

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (MAR 2008)

a. Definitions. As used in this clause--

1. Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.
2. Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.
3. Payment request means any request for contract financing payment or invoice payment submitted by the contractor under this contract.
4. The Contracting Officer authorizes use of another electronic form. With such an authorization, the Contractor and the Contracting Officer shall agree to a plan, which shall include a timeline, specifying when the Contractor will transfer to WAWF;
5. DoD is unable to receive a payment request or provide acceptance in electronic form;
6. The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment; or
7. DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., Power Track, Transportation Financial Management System, and Cargo and Billing system).

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- i. The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

- b. In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

- a. Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

- b. The Contractor may submit a payment request and receiving report using other than WAWF only when--

5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)

- a. Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

- b. The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

- c. The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

NAME: Ralph A. Franchi

PHONE: 619-556-9776

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ADDRESS: 3985 Cummings Road San Diego Ca 92136

(End of Clause)

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SECTION J LIST OF ATTACHMENTS

Attachment 1: Quality Assurance Surveillance Plan