

2. AMENDMENT/MODIFICATION NO. 11	3. EFFECTIVE DATE 13-May-2013	4. REQUISITION/PURCHASE REQ. NO. N6227112RCME854	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00244	7. ADMINISTERED BY (If other than Item 6) CODE	S0107A

NAVSUP FLC San Diego, Code 200
 3985 Cummings Road
 San Diego CA 92136-4200
 claudia.aguzar@navy.mil 619-556-6145

DCMA HUNTSVILLE
 1040 Research Blvd Ste 100
 Madison AL 35758-2040

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) TSM 7622 Bartlett Corporate Drive, Suite 101 Bartlett TN 38133-0000		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)
CAGE CODE 9R448 FACILITY CODE	<input checked="" type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4148-NW02 10B. DATED (SEE ITEM 13) 02-Jul-2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW FAR52.222-41 Service Contract Act.
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) Wendy E. Sanford, Director of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) JOHN M FAULKNER, Contracting Officer
15B. CONTRACTOR/OFFEROR /s/Wendy E. Sanford (Signature of person authorized to sign)	15C. DATE SIGNED 17-May-2013
16B. UNITED STATES OF AMERICA BY /s/JOHN M FAULKNER (Signature of Contracting Officer)	16C. DATE SIGNED 17-May-2013

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GENERAL INFORMATION

The purpose of this modification is to provide additional funding for cost growth due to equitable adjustment under the Service Contract Act. A conformed copy of this Task Order is attached to this modification for informational purposes only. 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:

4008 :

From: AH 1721804 22MY 252 62271 0 068566 2D CME853 622712DMRDQLQ

To: AH 1721804 22MY 252 62271 0 068566 2D CME854 622712DMRDQLQ

The total amount of funds obligated to the task is hereby increased from [REDACTED] by [REDACTED] to [REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
4008	O&MN,N	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	From (\$)	By (\$)	To (\$)
4008	[REDACTED]	[REDACTED]	[REDACTED]

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1001	SENIOR FUNCTIONAL EXPERT - BASE PERFORMANCE PERIOD (O&MN,N)	1000.0	LH	██████████	██████████	██████████
1002	ADMINISTRATIVE ASSISTANT - BASE PERFORMANCE PERIOD (O&MN,N)	2000.0	LH	██████████	██████████	██████████

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3001	TRAVEL AND OTHER DIRECT COSTS - BASE PERFORMANCE PERIOD - FOR PROPOSAL PURPOSES, ALL OFFERORS SHALL USE ██████████ AS THE COST FOR THIS CLIN (O&MN,N)	1.0	LO	██████████

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4001	SENIOR FUNCTIONAL EXPERT - OPTION PERIOD 1 (O&MN,N)	1000.0	LH	██████████	██████████	██████████
400101	Incremental funding (O&MN,N)					
400102	Incremental funding (O&MN,N)					
400103						
4002	ADMINISTRATIVE ASSISTANT - OPTION PERIOD 1	1.0	LH	██████████	██████████	██████████

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(O&MN,N)

400201 incremental
funding ACRN AB
(O&MN,N)

400202 incremental
funding
N6227110RNR011
(O&MN,N)

4003 SENIOR FUNCTIONAL 1000.0 LH
EXPERT - OPTION
PERIOD 2 (O&MN,N)

██████████

██████████

██████████

400301 (O&MN,N)

400302 (O&MN,N)

4004 ADMINISTRATIVE 2000.0 LH
ASSISTANT -
OPTION PERIOD 2
(O&MN,N)

██████████

██████████

██████████

400401 N6227110RCNR011
(O&MN,N)

400402 (O&MN,N)

4005 SENIOR FUNCTIONAL 1000.0 LH
EXPERT - OPTION
PERIOD 3 (O&MN,N)

██████████

██████████

██████████

4006 ADMINISTRATIVE 2000.0 LH
ASSISTANT -
OPTION PERIOD 3
(O&MN,N)

██████████

██████████

██████████

4007 SENIOR FUNCTIONAL 1000.0 LH
EXPERT - OPTION
PERIOD 4 (O&MN,N)

██████████

██████████

██████████

4008 ADMINISTRATIVE 2000.0 LH
ASSISTANT -
OPTION PERIOD 4
(O&MN,N)

██████████

██████████

██████████

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6001	TRAVEL AND OTHER DIRECT COSTS - OPTION PERIOD 1 (O&MN,N)	1.0	LO	██████████

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600101 Funding for CLIN
6001 (O&MN,N)

600102 Funding for CLIN
6001
N6227110RCNR011
(O&MN,N)

6002 TRAVEL AND OTHER 1.0 LO [REDACTED]
DIRECT COSTS -
OPTION PERIOD 2 -
FOR PROPOSAL
PURPOSES, ALL
OFFERORS SHALL
USE [REDACTED] AS
THE COST FOR THIS
CLIN (O&MN,N)

600201 N6227110RCNR011
(O&MN,N)

600202 (O&MN,N)

600203

6003 TRAVEL AND OTHER 1.0 LO [REDACTED]
DIRECT COSTS -
OPTION PERIOD 3 -
FOR PROPOSAL
PURPOSES, ALL
OFFERORS SHALL
USE [REDACTED] AS
THE COST FOR THIS
CLIN (O&MN,N)

6004 TRAVEL AND OTHER 1.0 LO [REDACTED]
DIRECT COSTS -
OPTION PERIOD 4 -
FOR PROPOSAL
PURPOSES, ALL
OFFERORS SHALL
USE [REDACTED] AS
THE COST FOR THIS
CLIN (O&MN,N)

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

Program Support Services

for the Submarine Base Distance Learning Program in Bangor, WA

Scope

The Department of Mechanical and Astronautical Engineering (MAE) at the Naval Postgraduate School (NPS) has a requirement for contractual services to provide program support and management services along with educational technologist (Ed Tech) services for our distance learning (DL) master's program to nuclear qualified officers in Washington State. The contractor will interface with major commands having nuclear qualified personnel to advertise and market the program, and to administer the program. These functions will coordinate with the Program Manager for MAE-DL programs, with Naval Reactors, and other necessary Navy and program affiliated entities, such as other universities, and content providers. These service providers are required to manage student progress through the program, including payments, text books, paperwork, etc. Travel will be required.

Tasks

The contractor shall provide technical and managerial assistance in:

Program Initiation: The contractor will support development of infrastructure, including making contacts with senior naval personnel, securing naval facilities for program use, making arrangements to deliver courses, and related activities.

Marketing: The contractor will identify all pockets of nuclear trained navy officers in the Bangor, WA area, including the submarine crews, Trident Training Facility (TTF) personnel, SWFPAC, and surface nuclear officers at Bremerton and Everett and will make them and their command structure, and the commander of sub groups and aircraft carriers aware of this program. The marketing media will include news releases, briefings, emails, web-pages, TV and radio interviews and brochures. The contractor will assist the program manager in developing and printing marketing materials as needed, including posters, flyers, letters, tri-fold brochures, etc. The contractor will attend in-briefings for all relevant Navy activities, for newly stationed nuclear qualified officers. The contractor will also work to extend the marketing activities beyond the Washington State area to all U.S. bases with Nuclear Trained Officers. The contractor will also on an as needed basis, help with more general NPS DL marketing efforts in the Pacific North West.

Counseling: The contract will help NPS personnel counsel interested students in the available programs and the procedures for applying. The contractors will assist applicants in the process and maintain close contact with key offices at NPS and will create a student support center with computer access to NPS functions and faculty as well as other links.

Distributed Learning Support: The contractor will identify acceptable and available VTE capabilities and classrooms at the TTF, will also identify computer classrooms and availability, will identify classroom space for visiting professors to use for teaching locally, and will ensure exams are proctored, homework are collected and emailed, received and distributed. The contractor will create fully equipped offices for the use of visiting faculty as required. The above activities insure that NPS faculty can teach via DL from Bangor as well as student's being able to receive DL from Monterey and Naval Reactors Head Quarters. As needed, the contractor will assist in helping with graduate courses.

Liaison Activities: The contractor will maintain liaison with all Navy commands in the area, insuring feedback on the programs being offered and will work with other universities as directed by the program manager to supply additional content and other services, such as tutoring, and course delivery. The contractor will monitor advances in educational technology that will enhance the learning experience of students.

Educational Technologist (Ed Tech): The contractor will serve as the Masters of Science in Engineering Science, with Major in Mechanical Engineering, the MSES(ME), program educational technologist for the nuclear trained

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officers program. This entails keeping records (using NPS and other software packages), maintaining supplies and forms, ordering, tracking and maintaining textbooks, and related educational supplies, and supplying information to the program manager as required on the progress of students. The Ed Tech will coordinate with other schools supplying courses and help students in all paperwork required to apply and obtain records, etc.

Reports: The contractor will provide reports as required to the Naval Reactors (NR) program manager on the status of the program (e.g. number of students, inventories of textbooks, balance sheets, etc.), and plans for future growth.

Briefs: The contractor will brief senior leadership, including submarine base and group commanders, TTF and SWFPAC Commanding Officers. The contractor will brief and present program overviews and details to submarine and carrier commanding officers, executive officers, department heads, and junior officers.

Improvement Efforts: The contractor will work with appropriate entities to solve issues of cost, availability of content delivery technology at- and under- sea, and the ability of students to complete a program during a tour. The contractor will work with students to help them complete their degrees, even if they leave the Bangor region.

Minimum Requirements

Program Manager

1. A masters degree. Doctorate preferred.
2. Experience in working with universities, distance learning programs, and student counseling.
3. Graduate of Naval Nuclear Power School highly desirable.
4. Nuclear qualified submarine officer who served on at least one deployment highly desirable.
5. Command military (O-5 or above) or civilian executive (GS-14 or above) experience within DoD.
6. Project management experience.
7. Experience teaching or in administration in a graduate degree granting university.
8. Knowledge of distributed learning methods and capabilities.
9. Experience in public relations, marketing or publicity.
10. Demonstrated high level oral and written communications skills.

Educational Technologist

1. Knowledge and experience in Navy commands.
2. Familiarity with submarine and nuclear trained officer community.
3. Competence with standard office software, such as MS WORD, EXCEL, POWERPOINT.
4. General computer skills and ability to learn NPS unique software (such as PYTHON)
5. Experience in organizing and planning.
6. Demonstrated good oral and written communications skills, including the ability to write business communications including standard memoranda, letters, reports, etc.
7. Knowledge of distributed learning methods in general, and in the Navy.
8. Experience in public relations, marketing or publicity.

Deliverables

1. Availability: The educational technologist will be available to local students and program management a minimum of 30 hours a week at predetermined fixed times for interactions such as phone discussions, meetings, advising, counseling, answering questions, etc. The program manager will be available on average 10 hours per

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week.

2. Monthly Status Report: The contractor will provide written updates as requested by the NPS NR program manager, and estimates on schedules and planning and shall be prepared with every monthly invoice to document activities completed under each task order and cost data, such as hours expended, labor categories, total amount expended, and total funded.

3. Quarterly Reports: The contractor will supply these if requested by the NR Program manager to address specific concerns with program development.

4. Annual Reports: An Annual Report detailing the work accomplished during the year and any action items yet to be completed; at a minimum, report shall contain products developed and training events supported.

5. Seminar and Marketing Materials: The contractor will work with NPS personnel to develop tri-folds, web-pages, print ads and other market and direct communications materials as required to provide information to potential commands and students.

Period of Performance

The base performance period will be 2 July 2008 through 30 June 2009 with four (4) option years, each running for one (1) year, to be exercised at the unilateral discretion of the Government.

Place of Performance

Most of the work will be performed at the Trident Training Facility (TTF) in Bangor, WA, but the contractor must travel locally to other area bases with nuclear qualified officers, such as Bremerton, WA. The contractor is also required to travel to attend meetings at the Naval Postgraduate School in Monterey, CA, as well as Naval Reactors Headquarters in Washington, D.C.

Government Furnished Property

The Navy will provide office space, meeting rooms and other facilities and equipment as required to accomplish the mission.

Contract Administration

See Contract Administration Plan (CAP) in Section J.

Classification

Unclassified.

Travel

Four (4) trips to Monterey, one (1) to Washington, DC, and one (1) to San Diego, CA are required. In-state travel will be required to other area bases with nuclear qualified officers, such as Bremerton, WA.

Non Personal Service Statement

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any

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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.

Privacy Act Statement:

“Pursuant to Title 5 United States Code 552a(m)(1), the contractor and all employees of the contractor working under this contract are required to comply with the requirements of 5 U.S.C. 552a (“The Privacy Act of 1974”).”

Invoice Schedule:

Monthly in arrears:

Invoices shall be submitted once a month for services rendered 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. The contractor’s failure to include the necessary information or a more frequent invoice submission than authorized will result in invoices being rejected.

Invoice Instructions.

See NAVSUP Clause 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (APR 2008) in Section I.

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SECTION D PACKAGING AND MARKING

See Section C Statement of Work.

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SECTION E INSPECTION AND ACCEPTANCE

SEE SECTION C STATEMENT OF WORK

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SECTION F DELIVERABLES OR PERFORMANCE

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

1001	7/2/2008 - 6/30/2009
1002	7/2/2008 - 6/30/2009
3001	7/2/2008 - 6/30/2009
4001	7/1/2009 - 6/30/2010
4002	7/1/2009 - 6/30/2010
4003	7/1/2010 - 6/30/2011
4004	7/1/2010 - 6/30/2011
4005	7/1/2011 - 6/30/2012
4006	7/1/2011 - 6/30/2012
4007	7/1/2012 - 6/30/2013
4008	7/1/2012 - 6/30/2013
6001	7/1/2009 - 6/30/2010
6002	7/1/2010 - 6/30/2011
6003	7/1/2011 - 6/30/2012
6004	7/1/2012 - 6/30/2013

SEE SECTION C STATEMENT OF WORK

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
Valeri Moule
1 University Circle, KN 102
Monterey, CA 93943-5000
Email: vmoule@nps.edu
Phone: 831-656-2975

SEE CONTRACT ADMINISTRATION PLAN (CAP) IN SECTION J ATTACHMENTS

Accounting Data

SLINID	PR Number	Amount
1001	N00244-08-NR-55361	[REDACTED]
LLA :		
AA 1781804 22MY 252 62271 0 068566 2D CSB008 622718ESBDLQ		
Standard Number: N6227108RCSB008		
1002	N00244-08-NR-55361	[REDACTED]
LLA :		
AA 1781804 22MY 252 62271 0 068566 2D CSB008 622718ESBDLQ		
Standard Number: N6227108RCSB008		
3001	N00244-08-NR-55361	[REDACTED]
LLA :		
AA 1781804 22MY 252 62271 0 068566 2D CSB008 622718ESBDLQ		
Standard Number: N6227108RCSB008		

BASE Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 01

400101	N6227109RCNR030	[REDACTED]
LLA :		
AB 1791804 22MY 252 62271 0 068566 2D CNR030 622719ENRDLQ		
400201	N6227109RCNR030	[REDACTED]
LLA :		
AB 1791804 22MY 252 62271 0 068566 2D CNR030 622719ENRDLQ		
600101	N6227109RCNR030	[REDACTED]
LLA :		
AB 1791804 22MY 252 62271 0 068566 2D CNR030 622719ENRDLQ		

MOD 01 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 02

400102	N627110RCNR011	[REDACTED]
LLA :		
AC 1701804 22MY 252 62271 0 068566 2D CNR011		
400202	N6227110RCNR011	[REDACTED]
LLA :		
AC 1701804 22MY 252 62271 0 068566 2D CNR011		
600102	[REDACTED]	[REDACTED]
LLA :		
AC 1701804 22MY 252 62271 0 068566 2D CNR011		

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MOD 02 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 03 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 04

400301 N6227110RCNR011 [REDACTED]
LLA :
AC 1701804 22MY 252 62271 0 068566 2D CNR011 622710ENRDLQ
N6227110RCNR011

400401 N6227110RCNR011 [REDACTED]
LLA :
AC 1701804 22MY 252 62271 0 068566 2D CNR011 622710ENRDLQ
N6227110RCNR011

600201 N6227110RCNR011 [REDACTED]
LLA :
AC 1701804 22MY 252 62271 0 068566 2D CNR011 622710ENRDLQ
N6227110RCNR011

MOD 04 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 05

400302 N6227111RCNR001 [REDACTED]
LLA :
AD 1711804 22MY 252 62271 0 068566 2D CNR001 622711ENRDLQ

400402 N6227111RCNR001 [REDACTED]
LLA :
AD 1711804 22MY 252 62271 0 068566 2D CNR001 622711ENRDLQ

600202 N6227111RCNR001 [REDACTED]
LLA :
AD 1711804 22MY 252 62271 0 068566 2D CNR001 622711ENRDLQ

MOD 05 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 06

4005 N6227111RCNR006 [REDACTED]
LLA :
AE 1711804 22MY 252 62271 0 068566 2D CNR006 622711ENRDLQ
Standard Number: N6227111RCNR006

4006 N6227111RCNR006 [REDACTED]
LLA :
AE 1711804 22MY 252 62271 0 068566 2D CNR006 622711ENRDLQ
Standard Number: N6227111RCNR006

6003 N6227111RCNR006 [REDACTED]
LLA :
AE 1711804 22MY 252 62271 0 068566 2D CNR006 622711ENRDLQ
Standard Number: N6227111RCNR006

MOD 06 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 07 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 08 Funding [REDACTED]
Cumulative Funding [REDACTED]

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MOD 09

4007 N6227112RCME853 [REDACTED]
LLA :
AH 1721804 22MY 252 62271 0 068566 2D CME853 622712DMRDLO
Standard Number: N6227112RCME853

4008 N6227112RCME853 [REDACTED]
LLA :
AH 1721804 22MY 252 62271 0 068566 2D CME853 622712DMRDLO
Standard Number: N6227112RCME853

6004 N6227112RCME853 [REDACTED]
LLA :
AH 1721804 22MY 252 62271 0 068566 2D CME853 622712DMRDLO
Standard Number: N6227112RCME853

MOD 09 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 10

4006 N6227111RCNR007 [REDACTED]
LLA :
AF 1711804 22MY 252 62271 0 068566 2D CNR007 622711ENRDLO
Standard Number: N6227111RCNR007
Additional funding provided per RCP:
N6227111RCNR007

MOD 10 Funding [REDACTED]
Cumulative Funding [REDACTED]

MOD 11

4008 N6227112RCME854 [REDACTED]
LLA :
AH 1721804 22MY 252 62271 0 068566 2D CME854 622712DMRDLO
Standard Number: N6227112RCME854
Funding Provided Per RCP:
N6227112RCME854

MOD 11 Funding [REDACTED]
Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUNE 2003)

- (a) Definition. "Small business concern" as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.
- (b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected. (2) Any award resulting from this solicitation will be made to a small business concern.
- (c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

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SECTION I CONTRACT CLAUSES

Added Clauses:

52.232-20 Limitation of Cost (APR 1984)
52.232-22 Limitation of Funds (APR 1984)

52.222-41 Service Contract Act (1965)

NAVSUP Clause 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (APR 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site:
<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	<i>Routing Table</i>	<i>Contracting Officer Notes</i>
WAWF Invoice Type	<i>COST VOUCHER</i>	<p>-- Select 2-in-1 for FFP Services Only.</p> <p>-- Select Combo for Supplies, or Supplies AND FFP Services.</p> <p>-- Select Cost Voucher for all Cost Type Contracts.</p> <p><i>If none of the above applies, please call 1-800-559-WAWF (9293).</i></p>
Contract Number	<i>N00178-04-D-4148</i>	<i>-(Enter Contract Number)</i>
Delivery Order Number	<i>NW02</i>	<i>-(Enter DO Number)</i>
Issuing Office DODAAC	<i>N00244</i>	<i>-(Enter DODAAC of the activity issuing the contract.)</i>
Admin Office DODAAC	<i>N00244</i>	<i>-(Enter Contract Admin Office DODAAC)</i>
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)	<i>N62271.91</i>	<i>-(Enter Inspector DODAAC (plus extension if applicable, or leave blank)</i>

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Ship To DoDAAC (for Combo), Service Acceptor DODAAC (for 2 in 1), Service Approver DODAAC (Cost Voucher)	N62271.91	-(Enter DODAAC (plus extension if applicable))
Acceptance At Other		-(Enter Other Acceptance Address if different from above (plus extension if applicable))
Local Processing Office (Certifier)	N62271.91	-(Enter LPO DODAAC (Local Admin) (plus extension if applicable) or leave blank
DCAA Office DODAAC (Used on Cost Voucher's only)	HAA645	-(Enter DCAA Office DODAAC when Applicable) - Check on DCAA website: www.dcaa.mil/
Paying Office DODAAC	N68732	-(Enter Paying Office DODAAC Located on Contract)
Acceptor/COR Email Address	TJAY@NPS.EDU	-(Enter the Acceptor Email address for this Contract if applicable)

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
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SECTION J LIST OF ATTACHMENTS

Attachments

(1) REPLACEMENT SCA WAGE DETERMINATION 05-2559, Rev 15, Kitsap, Washington, applies to POP beginning 1 July 2012.

(2) CONTRACT ADMINISTRATION PLAN FOR COST TYPE CONTRACTS