

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 03	3. EFFECTIVE DATE 27-Jul-2009	4. REQUISITION/PURCHASE REQ. NO. 1218890		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NAVFAC SOUTHWEST 1220 Pacific Highway, Building 127 San Diego CA 92132 jillita.griffin@navy.mil 619-532-4748	CODE N62473	7. ADMINISTERED BY (If other than Item 6) DCMA TWIN CITIES B.H. WHIPPLE FEDERAL BUILDING, ROOM 1150, 1 FEDERAL DRIVE FT. SNELLING MN 55111		CODE S2401A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  
AAMCORE Inc.  
6581 Saddle Mountain Way  
Deer Park WA 99006

CAGE CODE 4VZY6	FACILITY CODE 806986506	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-08-D-5312-EFE1
		10B. DATED (SEE ITEM 13) 30-Sep-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)**

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

<input type="checkbox"/>	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"/>	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: 252.232-7003, Electronic Submission of Payment Request (Mar 2008)
<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) Thomas Swindell		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Grady D Baxter, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Thomas Swindell (Signature of person authorized to sign)	15C. DATE SIGNED 31-Jul-2009	16B. UNITED STATES OF AMERICA BY /s/Grady D Baxter (Signature of Contracting Officer)	16C. DATE SIGNED 03-Aug-2009

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## GENERAL INFORMATION

1.) The purpose of this modification is to insert DFAS Clause 252.232-7003 and NFAS Clause 5252.232-9301 in order to start processing invoices using Wide Area Workflow (WAWF) electronically to meet DOD requirements. Please upload all supporting documents directly to WAWF portal for each task order. Invoices submitted without appropriate supporting documents such as expense report, receipts and etc. will be rejected. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for information purposes only.

2. Task order completion date remains 30 September 2009.

3. Except as modified herein, all other terms and conditions of the task order remain unchanged.

4. Contractor's Statement of Release-Acceptance of this modification by the contractor constitutes an accord and satisfaction and represents payment in full for both time and money for any and all costs, impact effect, and for delays and disruptions arising out of, or incidental to work as herein revised.

The total amount of funds obligated to the task is hereby increased by \$0.00 from \$276,905.53 to \$276,905.53.

The total value of the order is hereby increased by \$0.00 from \$276,905.53 to \$276,905.53.

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
2000				\$276,905.53
2000AA	NAVFAC SW Personal Property Inventory and Reconciliation (TBD)	1.0 Lot	\$56,361.94	\$56,361.94
2000AB	OPTION 1: Barcode Non-Vehicle Assets with NAVFAC SW Sticker (TBD) Option	1.0 Lot	\$0.00	\$0.00
2000AC	OPTION 2: Barcode Vehicle Assets with NAVFAC SW Sticker (TBD) Option	1.0 Lot	\$0.00	\$0.00
2000AD	Travel and Other Direct Costs (TBD)	1.0 Lot	\$39,887.68	\$39,887.68
2000AE	Modification to add additional work for unforeseen condition. (TBD)	1.0 Lot	\$28,051.91	\$28,051.91
2000AF	Personal Property Inventory (Triennial Inventory Requirements) (TBD)	1.0 Lot	\$152,604.00	\$152,604.00

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

**Statement of Work  
for  
Personal Property Inventory and Reconciliation**

**NAVFAC SW  
San Diego, California**

**ACQR: 785833**

**Solicitation N00024-08-D-3349**

### 1.0 PURPOSE

The intent of this project is to procure commercial services, supplies and equipment necessary to conduct a Personal Property Inventory and Reconciliation. This will involve conducting a physical inventory to include creating personal property inventory reports for unrecorded assets and reconciling existing personal property inventories. The work will be performed at multiple sites and locations.

### 2.0 BACKGROUND

1. The Naval Engineering Facilities Engineering Command Southwest (NAVFAC SW) is located at 1220 Pacific Coast Highway, Bldg. 127, San Diego Ca. 92132. The mission of the NAVFAC SW is to provide the support required to enable our war fighters to succeed in their national defense mission. We are responsible for leadership in facilities acquisition, installation engineering/support, and Seabees/contingency engineering required by the Navy and Marine Corps team. With a commitment to delivering products and services interdependently, we offer customers a single focal point for a range of cost-effective choices to achieve their desired outcomes. The focus of this project is to reconcile and verify the inventory records of NAVFAC SW controlled Accountable Personal Property located at various sites within NAVFAC SW Area of Responsibility (AOR).

2. Accountable Personal Property is defined as equipment software, tools and furnishings with an original unit cost of \$5,000.00 or more; or an item with an acquisition value of less than \$5,000.00 that has been determined to be classified, sensitive, hazardous or pilferable in accordance with the Agency's policy. Accountable personal property is subdivided and managed in two categories:

a. "Capital assets" are defined as items with a unit acquisition cost greater than, or equal to, the established capital acquisition threshold for the fiscal year in which the item was purchased.

b. "Non-capital assets" are defined as items with a unit acquisition cost less than the established capital acquisition threshold for the fiscal year in which the item was purchased.

3. A current inventory report for each site will be provided by the Contracting Officer's Representative (COR) or the site's Point of Contact (POC) after award and immediately prior to the start of contract

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performance at each site.

4. Accountable Personal Property at the included sites is recorded in the Defense Department's standard system for Property, Plant, and Equipment (PP&E) management, the Defense Property Accountability System (DPAS) and in Navy Working Capital Personal Property Management System (PPMS) and iNFADS for Class II property. Navy personal property accountability practices are established and managed under the policies listed below:

NAVFAC Instruction 7320.3C, Management of Property

### **3.0 SCOPE**

The Contractor shall provide all necessary labor, supervision, equipment, materials and supplies required to accomplish the tasks listed below in the Statement of Work Section 11.0 at the sites described in Section 7.0 **within 120 days** after receipt of a notice to proceed.

### **4.0 PERFORMANCE PERIOD**

The Contractor shall complete performance within 120 calendar days from the date specified on the Notice to Proceed.

### **5.0 HOURS OF OPERATION**

Work is generally performed during the Government's regular business hours, which are Monday through Friday between the hours of 0730 and 1600, except federal holidays. The Contractor is not required to provide services on federal holidays. The federal holidays are Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day and Labor Day.

### **6.0 PLACE OF PERFORMANCE**

Place of performance is at the Naval Facilities Engineering Command, 1220 Pacific Highway, San Diego, California and geographic locations within the Naval Facilities (NAVFAC) Southwest area of operations.

### **7.0 TRAVEL**

Travel outside the local area will be required.

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<b>TRAVEL PLAN</b>
Coastal Integrated Product Team (IPT)
San Clemente Island
Public Works Department (PWD) Monterey
San Nicolas Island
Public Works Department (PWD) Ventura
Desert Integrated Product Team (IPT)
Public Works Department (PWD) El Centro
Public Works Department (PWD) LA / Seal Beach
Fallbrook
Corona
Public Works Department (PWD) China Lake
Public Works Department (PWD) Fallon
Public Works Department (PWD) Lemoore

## **8.0 SECURITY CLEARANCE**

Unless otherwise determined by NAVFAC Southwest, work under this task order is unclassified. However, Trustworthiness Security is required as determined by NAVFAC Southwest. The Contractor shall comply with all applicable DOD security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products, which are obtained or generated in the performance of this task order.

## **9.0 CONTRACTOR FURNISHED PROPERTY**

Except as provided in the Section 10.0 "Government Furnished Property", the Contractor shall furnish the necessary personnel, material, equipment, services, and facilities to perform the Statement of Work included herein.

## **10.0 GOVERNMENT FURNISHED PROPERTY**

On a limited basis and only for direct support necessary for the Contractor to perform the specific requirements as stated in this task order, the Government may provide the Contractor with a temporary work space, miscellaneous equipment, and incidental consumable operating supplies.

## **11.0 STATEMENT OF WORK**

The Contractor shall provide all necessary labor, supervision, equipment, materials and supplies required to accomplish the tasks listed below at the sites identified in Section 7.0 **within 120** days after receipt of a notice to proceed.

1. Review and become familiar with NAVFAC Instruction 7320.3C, Management of Property policies, processes and procedures.
2. Within 10 days of award, the Contractor shall conduct an orientation briefing for the Government. The Government does not want an elaborate orientation briefing nor does it expect the Contractor to

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expend significant resources in preparation for this briefing. The intent of the briefing is to initiate the communication process between the Government and Contractor by introducing key task participants and explaining their roles, reviewing communication ground rules and assuring a common understanding of subtask requirements and objectives.

3. Provide a schedule for approval by the Contracting Officer to determine that all requirements have been addressed and that sufficient time has been allocated to each task. The work schedule must show a consistent work effort to complete all requirements within the required delivery period.

4. Accomplish a physical inventory of all capital personal property PP&E assets to include assets under a capital lease as defined in the FMR Volume 4, Chapter 6. Determine if existing PP&E records reflect all capital PP&E through observation and by using the furnished Navy documents and reports. Obtain and record all mandatory data elements as reflected in the provided inventory listings for unrecorded assets. Conduct a wall to wall inventory of 100% of accountable PP&E at NAVFAC SW and provide all required data elements as identified in the inventory listings, and:

a. Verify the bar code, description, location, and other identifying information against the inventory listings. If an asset is located with a bar code that is not in the inventory listing, add it to the "New Asset" listing.

b. On the "New Asset" listing, record any non-NMCI bar coded IT assets such as servers, printers, scanners, monitors and palm organizers. Record the following types of bar coded communications equipment: base telephones, mobile telephones, pagers, facsimile transceivers (fax machines), two-way radios and hand-held wireless e-mail devices (Blackberries).

c. Update locations where incorrect.

d. Identify any unrecorded assets and write up all essential data elements. Unrecorded assets shall be reflected on the final report. Request site POC to provide Property Receipt Record or DD 1155 (Order for Supplies and Services) or DD 1149 (Requisition and Invoice/Shipping Document) for the unrecorded asset. If the site POC is unable to provide a Property Receipt Record or DD 1155 or DD 1149, complete Similar Assets/Estimated FMV Worksheet with instructions. See Attachment 2. Compare the new item to an existing item in the inventory and document things such as make, model and estimated cost of existing item.

e. For missing/not found assets, request Site POC to provide DD-1138 or DD-1149 or "Internal Transfer or Turn-In" Form. If Site POC is unable to provide required forms, make notation on inventory listing.

f. Ensure that a Hand Receipt Holder (HRH) (also known as Custodian) is identified on all assets. Ensure that a Sub Hand Receipt Holder (SHRH) is identified if the asset is assigned to a particular individual.

5. Upon completion at each site, the Contractor shall provide updated data files to:

a. Reconcile records for each Accountable personal property item recorded in DPAS and PPMS and iNFADS.

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- b. Furnish an electronic file for update of the site's PP&E records noting any corrected locations.
  - c. Provide an electronic listing of all unrecorded assets with all essential data elements as identified in the inventory listings..
6. The Contractor shall submit a final report for each site that will:
- a. Identify all assets inventoried
  - b. Identify all assets not found during the inventory
  - c. Identify any required adjustments to the PP&E records (e.g. changes in acquisition amount, receipt date, description, etc.) for update of the DPAS records.
  - d. Identify all incorrect data recorded in DPAS and PPMS.

**NAVFAC SW Number of Items to be Inventoried**

	CNR SW	NAVFAC SW	
		DIV SW	PWC
Coastal IPT			
San Diego Metro	16	68	
Class 2		28	2,693
Class 3			2,782
Class 4			150
Class 5			3,100
San Clemente Island			
Class 2		44	82
Class 3			11
Class 4			1
Class 5			6
PWD Monterey	126		
San Nicolas Island			
Class 2	379		
PWD Ventura	294		
Desert IPT			
PWD China Lake	408		
Class 2			375
PWD El Centro	6		
PWD Fallon	82		
PWD LA/Seal Beach			
Seal Beach	692		
Fallbrook	264		
Corona	41		
PWD Lemoore	388		



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Total	2696	140	9,200	
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## 12.0 SITE CONDITIONS

1. All sites are controlled facilities. The Contractor's staff shall be subject to each site's unique security screening, inspection and search procedures to gain access to NAVFAC SW facilities and records. Contractor personnel must be the subjects of favorably adjudicated National Agency Checks with Local and Credit Checks (NACLCs). This requirement applies to the prime Contractor and any subContractors the prime Contractor may employ during the course of this contract. No Contractor personnel performing sensitive duties will be allowed to begin work on this effort until his or her trustworthiness has been favorably adjudicated. Contractor personnel will abide by all local security policies and procedures as provided by local security officials.
2. NAVFAC SW retains the right to request removal of Contractor personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to this contract, clearly conflict with the interests of the Government. The reason for removal shall be fully documented in writing by the Contracting Officer. When and if such removal occurs, the Contractor shall within five working days assign qualified personnel to any vacancy(s) thus created.
3. Because of the sensitivity of the work, the Contractor shall notify the COR within 24 hours when, for reasons of personnel resignations, reassignments, terminations, or completion of portions of the contract, named Contractor personnel no longer require access to Government facilities.
4. Work shall be accomplished during normal duty hours, which are generally between 7:00 and 16:00 p.m. Monday through Friday except Federal Holidays. The Contractor shall take all precautions available to minimize disruptions to ongoing NAVFAC SW missions and functions during performance under this contract.
5. The Contractor shall be afforded use of common power, water and toilet facilities, unless the COR provides advance notification that these utilities are unavailable due to mission or security issues. In those cases the Contractor shall be required to provide those facilities for his/her staff.
6. The Contractor shall coordinate all site visits with the Contracting Officer (CO), COR and site POC no less than five (5) working days before commencing work at the respective activity.
7. The Contractor is responsible for arranging transportation, lodging and meals to the work locations. Travel costs shall be identified separately in the proposal; however all costs shall be included in the fixed price.

## 13.0 QUALITY ASSURANCE

The Contractor shall demonstrate their inventory system, produce an electronic file, and report format structure for the approval of the COR before initiating the verification and inventory process at each activity.

## 14.0 INSPECTION AND ACCEPTANCE TERM ACCEPTANCE

Upon completion of work at an activity, the COR/activity POC shall verify that the work is complete by

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selecting five percent of the recorded assets and physically verifying that 100% of the information on those records is complete and accurate.

## **15.0 DELIVERABLES/DELIVERABLE SCHEDULE**

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

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

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

### **15.1 ORIENTATION BRIEFING**

The Contractor shall conduct an orientation briefing for the Government. The intent of the briefing is to initiate the communication process between the Government and Contractor by introducing key task participants and explaining roles, reviewing communication ground rules and assuring a common understanding of subtask requirements and objectives.

### **15.2 SCHEDULE**

The Contractor shall provide a schedule for approval by the Contracting Officer to determine that all requirements have been addressed and that sufficient time has been allocated to each task. The work schedule must show a consistent work effort to complete all requirements within the required delivery period.

### **15.3 SITE COMPLETION REPORT**

Upon completion of the physical inventory at each site, the Contractor shall provide a Site Completion Report on electronic media to include:

- Reconcile records for each Accountable personal property item
- Note any corrected locations
- Note all unrecorded assets with all essential data elements

Provide hard copies of any DD 1155 (Order for Supplies and Services), DD 1149 (Requisition and Invoice/Shipping Document) or Similar Assets/Estimated FMV Worksheets for unrecorded assets. Provide hard copies of any DD 1138 or DD 1149 or "Internal Transfer or Turn-In" form for missing/not found assets.

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## 15.4 FINAL REPORT

The Contractor shall provide a final report for each site, to the designated point of contact, at the conclusion of this contract. The report will identify all assets inventoried, identify all assets not found during the inventory, identify and required adjustments to the PP&E records (e.g. changes in acquisition amount, receipt date, description, etc.) for update of the DPAS records and identify all incorrect data recorded in DPAS and PPMS.

## 15.5 DELIVERABLE TABLE

Milestone/Deliverable	Responsibility	Date
Orientation Briefing	Government/Contractor	10 working days after award
Schedule	Government/Contractor	10 working days after award
Site Completion Report	Contractor	05 working days after inventory completed at site
Final Report	Contractor	15 days after contract completion

## 15.6 INSPECTION AND ACCEPTANCE CRITERIA

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

## 15.7 GENERAL ACCEPTANCE CRITERIA

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

- Format - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- Timeliness - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

## 16.0 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 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.

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## 17.0 INVOICING INSTRUCTIONS

An original invoice and any necessary supporting documentation (such as the required certificate of performance) shall be sent by the Contractor to the following address for certification:

Acquisition Point of Contact:

Grady (Dennis) Baxter

NavFac Southwest Engineering Command

Specialty Contracts Core

1220 Pacific Highway, Bldg 127

San Diego, California 92132-5190

[grady.baxter@navy.mil](mailto:grady.baxter@navy.mil)

619-532-3698

Technical Point of Contact:

Lynda Wickham

1220 Pacific Highway, Bldg 127

San Diego, California 92132-5190

619-532-1313

[Lynda.wickham@navy.mil](mailto:Lynda.wickham@navy.mil)

## 18.0 THE FOLLOWING CLAUSE APPLIES TO THIS TASK ORDER TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS

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

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

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

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

In accordance with NAVSUPINST 5239.1A, if the Contractor employee is a Foreign National prior approval of the Network Security Officer (NSO) is required. Access may be granted to Foreign Nationals who have a need to know and at least one of the following applies:

- (a) Foreign National is employed by DOD, or
- (b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or
- (c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity.

The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Personnel Security Questionnaire (EPSQ) SF 85P. The EPSQ software can be downloaded at the Defense Security Service (DSS) website <http://www.dss.mil/epsq/index.htm>. The Contractor should provide the completed EPSQ electronically (electronic mail/diskette) to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). The responsibility for providing the fingerprint cards rests with the Contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (DSS) who will conduct the NAC.

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

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

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

## 19.0 OPTIONS

The basis of evaluation, for Option 01 and Option 02 is exclusive of CLIN 200AA NAVFAC SW

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Personal Property Inventory and Reconciliation. The Government may exercise the option(s) at time of award or within 120 calendar days following task order award.

**OPTION 1: Barcode Non-Vehicle Assets with NAVFAC SW Sticker**

The Contractor shall provide all necessary labor, supervision, equipment, materials and supplies required to affix NAVFAC SW stickers to plant property, using cross-reference sheet (Government furnished).

**NAVFAC SW Number of Items to be Barcoded**

San Diego – Metro                      2,000

**OPTION 2: Barcode Vehicle Assets with NAVFAC SW Sticker**

The Contractor shall provide all necessary labor, supervision, equipment, materials and supplies required to affix NAVFAC SW stickers to vehicular inventory, using cross-reference sheet (Government furnished).

**NAVFAC SW Number of Items to be Barcoded**

San Diego – Metro                      5,000

Monterey                                      120

Ventura                                        280

China Lake                                  390

Fallon                                         80

Seal Beach                                  660

Fallbrook                                    250

Corona                                        45

Lemoore                                      370

**TOTAL:**                                      7,195

**END OF SCOPE**

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**SECTION D PACKAGING AND MARKING**

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## **SECTION E INSPECTION AND ACCEPTANCE**

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



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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

Milestone/Deliverable	Responsibility	Date
Orientation Briefing	Government/Contractor	10 working days after award
Schedule	Government/Contractor	10 working days after award
Site Completion Report	Contractor	05 working days after inventory completed at site
Final Report	Contractor	15 days after contract completion

Services to be performed hereunder will be provided at various locations.

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## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager  
Grady D Baxter, AQ3  
1220 Pacific Highway  
San Diego, CA 92132  
grady.baxter@navy.mil  
619-532-3698

Accounting Data		
SLINID	PR Number	Amount
-----		
2000AA	ACQR785833	56361.94
LLA :		
AA 97 XXXX4930 NE1E 000 77777 0 062473 2F 000000 47308RCWS398		
Standard Number: N6247308RCWS398		
2000AD	ACQR785833	15184.50
LLA :		
AA 97 XXXX4930 NE1E 000 77777 0 062473 2F 000000 47308RCWS398		
Standard Number: N6247308RCWS398		

BASE Funding 71546.44  
Cumulative Funding 71546.44

MOD 01

2000AE	ACRQ985941	28051.91
LLA :		
AA 97 XXXX4930 NE1E 000 77777 0 062473 2F 000000 47308RCWS398		
Standard Number: N0017808D5312		

MOD 01 Funding 28051.91  
Cumulative Funding 99598.35

MOD 02

2000AD	ACQR785833	24703.18
LLA :		
AA 97 XXXX4930 NE1E 000 77777 0 062473 2F 000000 47308RCWS398		
Standard Number: N6247308RCWS398		

2000AF	1048145	152604.00
LLA :		
AA 97 XXXX4930 NE1E 000 77777 0 062473 2F 000000 47308RCWS398		
Standard Number: n6247308RCW398		

MOD 02 Funding 177307.18  
Cumulative Funding 276905.53

MOD 03 Funding 0.00  
Cumulative Funding 276905.53

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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.

#### 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE (May 2004)

(a) Definition. "Service-disabled veteran-owned small business concern"— (1) Means a small business concern— (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. (2) "Service-disabled veteran" means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

(b) General. (1) Offers are solicited only from service-disabled veteran-owned small business concerns. Offers received from concerns that are not service-disabled veteran-owned small business concerns shall not be considered. (2) Any award resulting from this solicitation will be made to a service-disabled veteran-owned small business concern.

(c) Agreement. A service-disabled veteran-owned small business concern agrees that in the performance of the contract, in the case of a contract for— (1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other service-disabled veteran-owned small business concerns; (2) Supplies (other than acquisition from a nonmanufacturer of the supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other service-disabled veteran-owned small business concerns; (3) General construction, at least 15 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other service-disabled veteran-owned small business concerns; or (4) Construction by special trade contractors, at least 25 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other service-disabled veteran-owned small business concerns.

(d) A joint venture may be considered a service-disabled veteran owned small business concern if— (1) At least one member of the joint venture is a service-disabled veteran-owned small business concern, and makes the following representations: That it is a service-disabled veteran-owned small business concern, and that it is a small business concern under the North American Industry Classification Systems (NAICS) code assigned to the procurement; (2) Each other concern is small under the size standard corresponding to the NAICS code assigned to the procurement; and (3) The joint venture meets the requirements of paragraph 7 of the explanation of Affiliates in 19.101 of the Federal Acquisition Regulation. (4) The joint venture meets the requirements of 13 CFR 125.15(b).

(e) Any service-disabled veteran-owned small business concern (nonmanufacturer) must meet the requirements in 19.102(f) of the Federal Acquisition Regulation to receive a benefit under this program.

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## SECTION I CONTRACT CLAUSES

Clauses Incorporated by Reference:

52.217-3 Evaluation Exclusive of Options  
52.217-4 Evaluation of Options Exercised at Time of Contract Award  
52.217-5 Evaluation of Options  
52.222-41 Service Contract Act (1965)  
252.232-7003 Electronic Submission of Payment Requests and Receiving Reports

The following have been added by full text:

5252.232-9301 INVOICING PROCEDURES ELECTRONIC (NAVFAC SW March 2009)

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

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business Point of Contact (EBPOC), and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed.

Vendor Information is available at [http://acquisition.navy.mil/rda/home/acquisition\\_one\\_source/ebusiness/don\\_ebusiness\\_solutions/wawf\\_overview/vendor\\_information](http://acquisition.navy.mil/rda/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/vendor_information).

(c) Within ten (10) days after award, the designated CCR EBPOC is responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988 and selecting option three (3). Once the company's CAGE code is activated, the CCR EBPOC must self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

**(d) When creating an invoice in WAWF, the contractor must use the following information in conjunction with information on the Contract. Failure to use required information will result in invoice rejection:**

Contract Number	N00178-08-D-5312
DO/TO/Call Number	EFE1
Cage Code	4VZY6
DFAS Pay Office DoDAAC	HQ0339
<b>Invoice Type</b>	
Note: Invoice "Item" Structure	Invoice as 2-in-1 (Service Only)

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1) NavCon/FMI Invoice, 'Item Number' must be four digits, e.g. 0001. Invoice total amount at CLIN level.	
2) All other WAWF invoices, 'Item Number' must be six digits, e.g. 000101 (SLIN). Your total invoice amount must be broken out per SLIN.	
Issue Date of Award	Refer to Award
Issue By DoDAAC	N62473 (Vendor, replace WAWF prefills with this DoDAAC as needed)
Admin DoDAAC	N62473 (Vendor, replace WAWF prefills with this DoDAAC as needed)
<b>Vendor, the below fields MUST be filled in with DoDAAC and Extension, as available in WAWF:</b>	- N62473 / RAQ30
Inspected By & Extension	
Service Acceptor & Extension	
Ship To Code & Extension	
Service Approver & Extension	
Contracting Officer & Extension	
LPO & Extension	
Grant Approver & Extension	
DCAA Auditor DoDAAC	N/A.
Mark For Code	DO NOT USE
Ship From Code	
Unit of Measure MUST be:	DO

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Price and Quantity	Often reversed – verify on award prior to submitting invoice
Item Number:	<p>1) “ITEM NO”. It MUST be either four or six digits depending on Invoice type (see above block titled “Invoice Type”).</p> <p>2) Price and Quantity are often reversed on Contract. Build Invoice consistent with the Contract.</p> <p>3) Enter acceptable “Unit of Measure” consistent with Contract.</p> <p>4) Data required for mandatory prefills not address by this clause are determined by the Vendor, i.e. write “none”, or other specific data.</p> <p>5) The ACO may send the ACRN, AAA, and SDN to Vendor for data entry.</p>
<b>Vendor, after the invoice is submitted in WAWF, select “Send Additional Email Notifications”</b>	
Notification Email Address	NAVFAC_SW_RAQ30_inspector@navy.mil

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore “\_” which is an acceptable character. Maximum limit for size of each file is UNDER 2 megabytes. There is NO Maximum limit for size of files per invoice.

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

(f) If you have any questions regarding WAWF, please contact the WAWF helpdesk at 866-618-5988.

(End of Summary of Changes)

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## **SECTION J LIST OF ATTACHMENTS**

Property Inventory NavFac Instruction 7320-3C

Property Inventory Fee Itemization Sheet

Wage Determination 2005 2057 (Rev-7) 2008-05-29