

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-07-D-5250				2. DELIVERY ORDER NO. MS01		3. EFFECTIVE DATE 2009 Sep 09		4. PURCH REQUEST NO. M00027-09-R-0002		5. PRIORITY Unrated		
6. ISSUED BY HQMC, Installation and Logistics Department 2 Navy Annex Room 2135 Washington DC 20380-1775			CODE M00027	7. ADMINISTERED BY DCMA LOS ANGELES P.O. Box 9608 Mission Hills CA 91346-9608				CODE S0512A	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)			
9. CONTRACTOR Sunset Design 3836 Ocean Drive Oxnard CA 93035			CODE IKJJ3	FACILITY 055250281		10. DELIVER TO FOB POINT BY (Date) See Schedule			11. X IF BUSINESS IS			
									X	SMALL		
						12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			X	SMALL DISADVANTAGED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G				WOMEN-OWNED		
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus OH 43218-2381				CODE HQ0339	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.									
	PURCHASE		Reference your _____ furnish the following on terms specified herein.									
			ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
Sunset Design			Jody Fischer Owner									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule												
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT			
	See Schedule											
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL		[REDACTED]		
				BY: /s/Michael A Corcoran				09/09/2009 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN												
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
					PARTIAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR				
f. TELEPHONE		g. E-MAIL ADDRESS			FINAL							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER					
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL			35. BILL OF LADING NO.				
					FULL							
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			

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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
4000	BASE PERIOD				██████████
4000AA	Website & Related Acquisition Support Services (O&MN,N)	██████████	██████████	██████████	██████████
4000AB	Travel in support of CLIN 4000AA (O&MN,N)	██████████	██████████	██████████	██████████
4001	OPTION YEAR 1				██████████
4001AA	Website & Related Acquisition Support Services (O&MN,N)	██████████	██████████	██████████	██████████
4001AB	Travel in support of CLIN 4001AA (O&MN,N)	██████████	██████████	██████████	██████████
4002	OPTION YEAR 2				██████████
4002AA	Website & Related Acquisition Support Services (O&MN,N)	██████████	██████████	██████████	██████████
4002AB	Travel in support of CLIN 4002AA (O&MN,N)	██████████	██████████	██████████	██████████
4003	OPTION YEAR 3				██████████
4003AA	Website & Related Acquisition Support Services (O&MN,N)	██████████	██████████	██████████	██████████
4003AB	Travel in support of CLIN 4003AA (O&MN,N)	██████████	██████████	██████████	██████████
4004	OPTION YEAR 4				██████████
4004AA	Website & Related Acquisition Support Services (O&MN,N)	██████████	██████████	██████████	██████████
4004AB	Travel in support of CLIN 4004AA (O&MN,N)	██████████	██████████	██████████	██████████

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

SECTION C – SPECIFICATIONS/WORK STATEMENT

1.0 INTRODUCTION

Headquarters Marine Corps (HQMC), Installations & Logistics, Contracts (Code LB), has a requirement for website and web tool development, design, maintenance and sustainment in support of various USMC command programs. This effort shall support the websites, shared servers, shared common documents and/or files, and business processes affecting the Marine Corps Field Contracting Service (MCFCS) offices.

2.0 SCOPE

2.1 The contractor shall assist in development, design, maintenance and sustainment of Code LB's web-based tools and websites necessary to employ fully developed websites with full functionality based on the requirements defined in this Performance Work Statement (PWS). The contractor shall provide the necessary employee level of expertise to meet the overall operational objectives of Code LB for developing and operating websites and improving business processes in support of USMC contracting functions and responsibilities. Areas include, but not limited to, Procurement Performance Management Assessment Program (PPMAP), Contracting Officer Warranting Application Tool, and Community Management support. Work performed shall utilize data, software and deliverables as defined in this document.

2.2 Contractor personnel performing the work included in this PWS shall have the necessary connectivity to communicate with USMC commands as well as Code LB electronically and via telephone. Necessary connectivity includes ability to communicate via telephone (including conferencing capability), via email, and to access Navy/Marine Corps Internet (NMCI) sites by using soft certs as authorized by the DoD trusted vendors provided in the following website: <http://iase.disa.mil/pki/eca/> .

2.3 The contractor must execute the scope of work so that the team structure maximizes productivity and efficiency, and accountability resulting in high quality and timely website development, maintenance, and graphic design support as well as any required Contracting Subject Matter Expertise (SME) support.

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3.0 TECHNICAL REQUIREMENTS

The contractor shall provide for the development, maintenance and update of web-enabled tools and provide associated contracting policy and process development. The contractor shall designate one individual as the Project Task Manager who shall serve as the primary technical point of contact between the Government and the contractor. The Project Manager shall have the authority to commit the contractor to specific courses of action and to accept direction provided to the contractor during performance of the contract. The Project Manager shall bring to Code LB's attention any conflicts in the contractor's interpretation of the task order requirements. The Project Manager shall also provide notice to the Government if there is reason to believe contractual requirements will not be satisfied. The contractor shall provide the necessary timely assistance to meet emergent requirements as requested by Code LB. The contractor shall perform the following tasks in accomplishing the requirements of this task order.

3.1 Website Support.

3.1.1 Overall Support.

3.1.1.1 The contractor shall provide the necessary employee(s) level of expertise for the overall operational objectives of website development, maintenance, and graphic design support. Database programming, design, and administration are inherent requirements of this task. The contractor shall provide technical services in support of HQMC Website(s), including but not limited to the Warrant Application Tool, PPMAP Assessment Tool, and Community Management (CM) websites.

3.1.1.2 The Warrant Application Tool and PPMAP Assessment Tool programming language HTML, ASP, & JAVA Script. The database for both applications is Microsoft SQL Server version 2005. The contractor is required to update these tools with any versions of this database released during the period of performance of this contract.

3.1.2 Maintenance and Sustainment Support. The contractor shall update and maintain information in the Procurement Management and Assistance Program (PMAP) Assessment Tool, Warrant Application Tool, and Community Management (CM) websites to include content changes, enhancements to existing features, development of new features, and Webmaster duties as required. Website maintenance shall require the ability to perform ASP/JSP/HTML programming and Oracle database programming. Maintenance shall include enhancement, changes, and development of graphic design (the look and feel) of the websites. Duties may include but are not limited to the following:

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- 3.1.2.1 Redesign websites as required
- 3.1.2.2 Maintain multiple databases
- 3.1.2.3 Maintain database availability
- 3.1.2.4 Work with clients to test and ensure functionality
- 3.1.2.5 Resolve issues and respond to client inquiries as required
- 3.1.2.6 Program and post messages as required
- 3.1.2.7 Program reports
- 3.1.2.8 Develop and maintain passwords for database access
- 3.1.2.9 Develop historical and statistical data tracking tools
- 3.1.2.10 Generate mass emails
- 3.1.2.11 Review database for duplicate records and submit to the client for review
- 3.1.2.12 Delete files as requested by the client
- 3.1.2.13 Archive historical data
- 3.1.2.14 Assist with website accreditations as required

3.1.3 Specific support for Contracting Officer's Warrant Program. The contractor shall work with designated personnel at Code LB to take the web-based Warrant Application Tool (including all guides, training materials, etc.) from Full Operational Capability (FOC) to sustainment and have the ability to provide enhancements on a requirements basis. This new effort shall be entitled the Sustainment & Enhancement (S&E) Program. The S&E Program shall include:

3.1.3.1 Generating various reports, tracking metrics, and storing supporting documents.

3.1.3.2 Documenting and formatting changes to functionality. Functionality shall include:

- . Ability for users to update work experience without losing or retyping existing work experience such that most current experience is displayed first.

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- . Adding criteria for contingency contracting warrants.
- . Adding capability to show warrant levels by career field type (i.e., contracting, purchasing, non-DAWIA certified but applying for CCF warrant).
- . Adding capability to show training and education levels by the new career field type.
- . Adding capability to allow profiles to be built without request for a warrant.
- . Adding capability to “Increase Warrant” functionality to archive existing and reissue new warrant. Applicant should be able to update existing training, DAWIA Certification and experience.
- . Performing uploads, updates, database changes, etc.
- . Maintaining and updating any documents supporting the Warrant Application Tool such as guides, training materials, etc.

3.1.4 Specific Support for Community Management. The contractor shall work with designated subject matter experts within Code LB to reengineer, update and implement Community Management support processes. The contractor shall apply process improvement and reengineering methodologies and principles to conduct process modernization projects. The contractor may facilitate project teams in the accomplishment of project activities and objectives and may provide group facilitation, training, and additional forms of knowledge transfer.

3.1.5 Specific Support for the Procurement Performance Management Analysis Program (PPMAP). The contractor shall develop a system to record and report on trend analysis for PPMAP reports (approximately 20 reports) generated over the past three (3) years, and for future reports expected to average 12 per year. The contractor shall analyze the report findings and use the results of the analysis to develop PPMAP metrics that can be used for future PPMAP reviews.

3.1.5.1 The contractor shall develop and deliver an automated PPMAP questionnaire and an automated PPMAP report system.

3.1.5.2 Maintain and upgrade a web-based, *interactive* format for “pre-assessment checklists” that shall be used by field activities to provide their initial data call response to Code LB; Code LB shall provide the checklists. The capability must be independent to each activity (only that activity and HQMC can view the responses of that activity) and must be secure/password protected. A descending tree format is required:

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- Install a pre-formatted checklist allowing for responses from each activity.
- Allows comments from Code LB addressing activity response.
- Edit capability resident at Code LB only after activity closes response.

3.1.5.3 Maintain and upgrade a web-based *interactive* format for resultant reports from on-site PPMAPs. Code LB shall provide the outline for reports. Each report must be independent to each activity (only activity and Code LB can view the responses). Must be secure/password protected. A descending tree format is required:

- Install format for report.
- Report to be completed by Code LB.
- Activity shall have opportunity to respond to Code LB write-up and findings below the findings.

3.1.5.4 Develop a GANTT style “time-line” and “tickler/alert system” to display key tasks in Work Breakdown Structure to accomplish EACH planned PPMAP. GANTT chart shall allow for expansion of time-line and for additional PPMAPs to be added (max 15). GANTT chart shall support the display of all PPMAP assessments and activities during a Fiscal Year (1 October 20XX – 31 September 20xx). An archive capability shall permit GANTT charts to be retained and retrieved during out-years.

3.2 Contracting Subject Matter Expertise (SME) Support. The contractor shall provide the necessary employee(s) level of expertise to develop contracting policies and processes associated with the development or maintenance of HQMC Website(s), including but not limited to the Warrant Application Tool, PPMAP Assessment Tool, and Community Management (CM) websites.

4.0 APPLICABLE DIRECTIVES/DOCUMENTS

The contractor shall adhere to the following documents in accordance with Paragraph 5.0 Performance Standards.

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Document	Number	Version Title	Date
DEPSECDEF	None	Web Site Administration Policy and Procedures	25 Nov 1998
DoD	8530.1	Computer Network Defense (CND) and Vulnerability Management	08 Jan 2001
OPNAVINST	1500.76	Navy Training System Requirements, Acquisition, and Management	21 Jul 1998
SECNAVINST	5720.47a	DON policy for Content of Publicly Accessible World Wide Websites	24 Oct 2003

5.0 PERFORMANCE STANDARDS

The following performance standards serves as a basis for determining whether performance outcomes have been satisfactorily achieved and the delivery of service is considered acceptable performance.

5.1 Web Support.

5.1.1 Written Communication Documentation. For web developments, enhancements, upgrades, etc., communications with the Government regarding web tool decisions (e.g., what elements the tool will contain, any changes discussed, agreements on upgrades and enhancements, etc.), shall be documented by the contractor and provided to the Government task manager within 24 hours of the communication exchange.

5.1.2 Web Tools.

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5.1.2.1 Any web developments, enhancements, upgrades, etc. to be deployed for use by the Government shall comply with all web standards identified in this PWS and include the most current web technology that is appropriate for the tool. In addition, the web tools shall reflect all the Government's requirements necessary to meet the Government's needs/intent for the tool.

5.1.2.2 The contractor is required to test web tool developments, enhancements, upgrades, etc. to ensure all elements work appropriately prior to delivery to the Government.

5.1.2.3 Any web developments, enhancements, upgrades, etc. deployed by the contractor for use by the Government shall include a written cover identifying all the agreed to web tool decisions provided as required by paragraph 5.1.1 above. This list should represent a consolidation of the decisions previously documented and any additional enhancements the contractor included. Successful performance will be measured by the successful operation of the applications.

5.1.3 Up-to-date Contracting Officer Warrant Application Desk Guide and associated training materials. The contractor shall provide any updates to the desk guide and associated training materials with each update to the Contracting Officer Warrant Application web tool. All updates to the desk guide shall align with the most current version of the Contracting Officer Warrant Application web tool and shall be written so that the user can easily understand the how to use the web tool. Any updates to associated training materials shall be written so that the user can independently review the training material and understand the procedures warrant application using the web tool.

5.1.4 Up-to-date PPMAP Desk Guide and associated training materials. The contractor shall provide a desk guide and associated training materials with the deployment of the PPMAP web tool. In addition, the contractor shall provide any updates to the desk guide and associated training materials with each up date to the PPMAP web tool. The initial desk guide and any subsequent upgrades shall align with the most current version of the PPMAP web tool and shall be written so that the user can easily understand the how to use the web tool. Any updates to associated training materials shall be written so that the user can independently review the training material and understand the procedures warrant application using the web tool.

5.2 Contracting SME Effort.

5.2.1 Any Contracting SME effort required for inclusion in any web tool development, enhancement, upgrade, etc. shall be thoroughly researched and written so that the most current contracting regulations, policies and procedures are represented.

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5.2.2 Any other Contracting SME policies and procedures developed at the direction of Code LB in support of the MCFCS offices shall be thoroughly researched. The deliverables shall reflect the most current Federal contracting regulations and policies and shall be written in such a manner that the implementation requirements are clearly outlined.

5.3 Monthly Status/Expenditure Reports. The contractor shall develop and submit monthly status/expenditure reports that include all of the information detailed in paragraph 17.3 below.

5.4 Trip Reports. The contractor shall develop and submit a report following any trip authorized under this contract. The report(s) shall identify the personnel visited during the trip and the purpose of the trip. In addition, the report(s) shall include a detailed listing of the subjects addressed, decisions made, any follow-on actions items, person(s) responsible for completing action items, and scheduled completion dates.

6.0 ACCEPTABLE QUALITY LEVEL

6.1 Overall. All deliverables must be fully compatible with Navy Marine Corps Intranet (NMCI) format for Microsoft Word, Excel, PowerPoint, and other application programs as required.

6.2 Web Support.

6.2.1 Written Communication Documentation. Written documents identifying agreed to elements of web developments, enhancements, upgrades, etc. as required by paragraph 5.1.1 above shall be written so that all agreed to development, enhancement, upgrade, etc. elements are identified and clearly understood. These documents will be used by the Government to inspect the capabilities of released web tools.

6.2.2 Web Tools. The quality of web tools deployed (including newly developed tools, enhancements, upgrades, etc.) shall be such that impact to the user is optimally transparent and at a minimum requires minor adjustments.

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6.2.3 Up-to-date Contracting Officer Warrant Process Desk Guide and associated training materials. Any updates to the Contracting Officer Warrant Process Desk Guide and associated training materials shall be written such that few, if any, changes are necessary by the Government.

6.2.4 Up-to-date PPMAP Desk Guide and associated training materials. The initial desk guide and any subsequent upgrades shall be written such that few, if any, changes are necessary by the Government.

6.3 Contracting SME Deliverables. Any Contracting SME effort developed for inclusion in any web tool development, enhancement, upgrade, etc. as well as any other Contracting SME policies and procedures developed at the direction of Code LB in support of the MCFCS offices shall be written such that few, if any, changes are necessary by the Government.

6.4 Monthly Status/Expenditure Reports. All monthly status/expenditure reports shall be written so that all information required by paragraph 17 below is included and accurately portrayed the current status of the work to date and costs expended to date.

6.5 Trip Reports. All trip reports shall be factually accurate, complete, and reflect high-quality written documentation of the information being presented.

7.0 MONITORING METHOD

Government review and assessment of deliverables and products will be performed using the elements identified in the Quality Assurance Surveillance Plan (QASP) established for this contract.

8.0 APPLICABLE DOCUMENTS/REFERENCES

The Government shall provide the following documents/references to the contractor. Any changes of new instructions that are applicable and necessary for completion of tasks shall be provided to the contractor when received. The contractor shall conform to any new requirements implemented by these changes and/or new instructions/regulations. Unless otherwise noted elsewhere in this document, the latest version of the listed documents shall apply:

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8.1 Warrant ASP

8.2 PPMAP ASP

9.0 PLACE OF PERFORMANCE

The work shall be performed in the contractor's offices. No government facility spaces shall be provided. The applications and websites are located at HQMC, Navy Annex, Washington D.C. The contractor must comply with all applicable NMCI guidelines for physical and remote access. The contractor must also adhere to NMCI's schedules and processes for development, testing, and promotion to production.

10.0 PERIOD OF PERFORMANCE

This task order includes a base period of performance period of 12 months (starting from date of task order award) with four one-year option periods.

11.0 PLACE OF PERFORMANCE

The place of performance shall be at the contractor's site and any other locations deemed necessary by the contractor in order to perform the requirements contained in this PWS.

12.0 SECURITY

12.1 Clearance level. All work under this task order shall be UNCLASSIFIED. All personnel involved in the task must have on file with the Government a current background check, at a minimum a Public Trustworthiness Check (SF 85). Contractor personnel touching Government IT must also maintain a current System Access Authorization Request (SAAR Form DD 2875). Contractor personnel must complete annual Information Assurance Awareness training in order to gain access to Government IT. If the task brings the contractor in contact with any Privacy Act Data or Personally

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Identifiable Information (PII), contractor personnel must comply with all applicable DoD security regulations.

12.2 Information Assurance on Data. The contractor must comply with all applicable regulations and guidance applicable to the sensitivity of that data. Hardware firewalls, software firewalls, and Public Key Infrastructure shall be used in all data transmission between the government and the non-government systems supporting the mission as mandated in COMNAVNETWARCOM ltr ser N64/579 of 15 October 2003*. Controlled unclassified information (CUI) shall be handled per its sensitivity and intended distribution under the specifications of DTM 07-015-usd (P&R). Information determined to be CUI without any special handling or dissemination restrictions shall be processed at Safeguard Level S2 and Information determined to be CUI having specific handling and dissemination restrictions, such as personally identifiable information (PII) shall be processed at Safeguard Level S3 and safeguards shall be validated at Valuation Level V3 as outlined in 07-015-usd (P&R). Classifications and sensitivity of the CUI in question shall be determined by government subject matter experts to include the responsible Information Assurance Manager, Privacy Coordinator, and/or Public Affairs Officer in support of the task.” The reference indicated by * specifies a hardware firewall, software firewall, and current antivirus must be maintained in use when accessing DoD-owned systems from non-DoD information systems, for example when someone connects to Outlook Web Access from their home computer.

13.0 GOVERNMENT FURNISHED PROPERTY AND INFORMATION

13.1 Property. None. The Government shall make available web access to required information.

13.2 Information. Code LB shall provide access to information as requested by the contractor and deemed necessary by the Government to perform this effort.

14.0 POINTS OF CONTACT

The point of contact for contractual matters is Mr. Randy Johnston, 703.695.6590 X 2513 (randy.johnston@usmc.mil). The technical point of contact is Ms. Rita Brede, 703.695.6590 X 2531 (rita.brede@usmc.mil).

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15.0 TRAVEL

Travel may be required in support of this effort. All travel shall be authorized by the technical point of contact. Travel shall be reimbursed at a cost in accordance with the Joint Travel Regulations. It is anticipated travel will include up to two trips per year (five days each trip) from the contractor's location to HQMC, I&L (Contracts), 2 Navy Annex, Washington D.C.

16.0 MATERIAL

The contractor may be required to provide material and supplies in support of this effort. The contractor may purchase miscellaneous supplies for report publication and dissemination. The material expenses shall be authorized by the TPOC or COR.

17.0 DELIVERABLES

17.1 Web Support.

17.1.1 Written Communication Documentation. The contractor shall deliver any written communication documentation required by paragraph 5.1.1 above within 24 hours of the communication. The contractor shall deliver any consolidated communication records as required by paragraph 5.1.2.3 above simultaneously with the delivery to the Government of any web tools developed or any upgrades, enhancements, etc. to existing web tools.

17.1.2 Web Tools. The contractor shall deliver any web tools developed or any upgrades, enhancements, etc. to existing web tools including any associated Contracting SME effort within established deadlines.

17.1.3 Up-to-date Contracting Officer Warrant Process Desk Guide and associated training materials. Updated materials shall be provided current with updated web tool.

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17.1.4 Up-to-date PPMAP Desk Guide and associated training materials. Updated materials shall be provided current with updated web tool.

17.2 Contracting SME Deliverables. Any Contracting SME effort developed for inclusion in any web tool development, enhancement, upgrade, etc. is subject to the delivery requirements outlined in paragraph 17.1 above. Any other Contracting SME policies and procedures developed at the direction of Code LB in support of the MCFCS offices shall be delivered within established deadlines.

17.3 Monthly Status/Expenditure Report. The contractor shall prepare and submit a monthly status/expenditure report to Code LB at least seven (7) calendar days prior to the submission of the contractor's monthly invoice. The status report shall include:

17.3.1 A narrative detailing the specific work accomplished for the month for each of the four areas of effort, i.e., PPMAP, Warrant Program, Community Management, and any additional Contracting SME assignments provided that is not included in the other three areas listed.

17.3.2. The percentage of completion the contractor estimates has been accomplished for each item of work identified in the report.

17.3.3 A copy of any documented communications regarding web development, maintenance and upgrade discussions as described in paragraph 5.2 above; and

17.3.4 An expenditure report of all costs expended for the month, The expenditure report shall consist of the following:

17.3.4.1 Costs expended by labor category for each of the four elements of work, PPMAP, Warrant Program, Community Management, and any additional Contracting SME effort expended on assignments not included in the other three areas listed;

17.3.4.2 Include a separate column identifying the amount to be invoiced for each element; and

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17.3.4.3 Include the total amount to be invoiced.

17.4 Trip Report. A trip report detailing the trip, including any decisions or actions items, shall be prepared and submitted within five (5) calendar days of trip completion.

18.0 KEY PERSONNEL

Personnel performing the Program Management effort, Web-Designer effort and Contracting SME effort for this task order are subject to the key personnel terms and conditions identified in Section H, paragraph H-2 of this task order and Section H, paragraph H-7 of the basic contract.

(End of Section)

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SECTION D PACKAGING AND MARKING

SECTION D PACKAGING AND MARKING

D-1. All deliverables shall be submitted electronically via email with either attachments or links where the data resides.

(End of Section)

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SECTION E INSPECTION AND ACCEPTANCE

SECTION E INSPECTION AND ACCEPTANCE

E-1. Inspection and acceptance shall be at destination (Government's facility).

(End of Section)

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SECTION F DELIVERABLES OR PERFORMANCE

SECTION F DELIVERABLES OR PERFORMANCE

F-1. Contract Line Item Period of Performance

The period of performance for the following base period items are from date of task order award through 12 months thereafter, estimated at:

4000 BASE PERIOD

4000AA 09/10/2009 - 9/09/2010

4000AB 09/10/2009 - 9/09/2010

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

40001 OPTION PERIOD 1

4001AA 09/10/2010 - 9/09/2011

4001AB 09/10/2010 - 9/09/2011

4002 OPTION PERIOD 2

4002AA 09/10/2011 - 9/09/2012

4002AB 09/10/2011 - 9/09/2012

4003 OPTION PERIOD 3

4003AA 09/10/2012 - 9/09/2013

4003AB 09/10/2012 - 9/09/2013

4004 OPTION PERIOD 4

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4004AA 09/10/2013 - 9/09/2014

4004AB 09/10/2013 - 9/09/2014

F-2. Place of Performance.

The primary place of performance will be at the contractor's site. However, the contractor shall be required to travel to Government sites as necessary to accomplish all prescribed tasks.

F-3. Deliverables.

Deliverables for this task are defined in the Performance Work Statement (PWS). The contractor will produce reports compatible with current versions of software, such as Microsoft Office 2003. in use by the Marine Corps. All deliverables produced by the contractor shall become Government property and will be stored and maintained on Government-owned data servers, computers or other media approved for use.

F-4. Delivery Schedule

Description	Required By PWS	Frequency	Due Date
Web Support			
Written Communication Documentation	Para 17.1.1	As required	24 hours w/i occurrence
Web Tools	Para 17.1.2	As required	Within established deadlines
Up-to-date Contracting Officer Warrant Process Desk Guide & associated training materials	Para 17.1.3	As required	Simultaneously with web tool submission
Up-to-date PPMAP Desk Guide & associated training materials	Para 17.1.4	As required	Simultaneously with web tool submission
Contracting SME effort	Para 17.2	As required	Within established deadlines
Monthly Status/Expenditure Report	Para 17.3	Monthly	7 calendar days prior to the submission of the contractor's monthly invoice
Trip Report	Para 17.4	As required	5 calendar days after completion of trip

(End of Section)

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SECTION G CONTRACT ADMINISTRATION DATA

SECTION G TASK ORDER ADMINISTRATION DATA

G-1 Government Task Order Manager (TOM)

The Government TOM for this task order is:

Rita Brede

HQMC, I&L (Contracts), Code LB

1515 Southgate Road, 2 Navy Annex, Washington D.C. 20380-1775

(703) 695-6590 ext. 2531

rita.brede@usmc.mil

G-2 Authority of Government Personnel.

a. The Contracting Officer is the only person who can legally modify a resulting task order or obligate the Government for expenditure of funds.

b. Only the Contracting Officer has the authority to authorize deviation from the terms and conditions of any resulting contract, including deviations from specifications and requirements. In the event the Contractor does deviate, without written approval of the Contracting Officer, such deviations shall be at the risk of, and any cost related thereto shall be borne by the Contractor. Any matter concerning a change to the scope, prices/costs, terms, or conditions of this task order shall be referred to the Contracting Officer.

G-3 5252.232.9650 USMC WIDE AREA WORKFLOW IMPLEMENTATION (JUL 09)

To implement [DFARS 252.232-7003](#), "ELECTRONIC SUBMISSION OF PAYMENT REQUEST (JAN 2004)", the United States Marine Corps (USMC) utilizes Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) to electronically process vendor requests for payment. This application allows DoD vendors to

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submit and track Invoices and Receipt/Acceptance documents electronically.

The contractor is required to utilize this system when processing invoices and receiving reports under this contract/order, unless the provision at [DFARS 252.232-7003\(c\)](#) applies. The contractor shall (i) ensure an Electronic Business Point of Contact is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil> site, within ten (10) calendar days after award of this contract or modification. Step by step procedures to register are available at the <https://wawf.eb.mil> site.

The USMC WAWF-RA point of contact (POC) for this contract is (Contracting Office fills in their office POC) and can be reached at (fill in telephone number and email address).

The contractor is directed to use the (Contracting Office should fill in "Combo," "2-in-1," or "Cost Voucher") format when processing invoices and receiving reports (Choose the appropriate format based on the following: "Combo" is used for goods or any combination of goods and services. "2-in-1" is used for services only contracts. "Cost Voucher" is used for all Cost-type contracts. In most cases these formats are the appropriate choices and the USMC recommended method. However, particular situations may require different WAWF-RA document types. When this occurs, the Contracting Officer should replace "Combo," "2-in-1," or "Cost Voucher" with the correct format in the designated space).

When entering the invoice into WAWF-RA, the contractor shall fill in the following DoDAAC fields or DoDAAC extensions:

(Contracting Office should fill in the following table at time of award to assist contractor with entering data in WAWF-RA)

Contract Number	N000178-07-D-5250
Delivery Order	MS01
Cage Code/Ext	1KJJ3
Pay DoDAAC	M00027
Issue Date	09 Sep 09
Issue By DoDAAC	M00027
Admin By DoDAAC	S0512A
Ship To Code/Ext	(Insert WAWF Acceptor DoDAAC)
Ship From Code/Ext	
LPO DoDAAC	"Leave Blank" (Instruct the contractor to leave blank unless Navy Pay Office. If so, insert correct LPO DoDAAC)
Acceptor Email Address	lawrence.rice@usmc.mil
Inspect By DoDAAC/Ext	"Leave Blank" (Instruct the contractor to leave blank unless inspected at Source-then the source inspection DoDAAC should be entered which is normally a DCMA DoDAAC)

When preparing invoices the "PrePop" option should always be used when available. If this is an initial invoice, the "PrePop" option will not be available and the contractor must enter the fields found in the table above. When "PrePop" option is used, the contractor shall verify those DoDAACs automatically entered by the WAWF-RA system to ensure they match the above information. If these DoDAACs do not match, then the contractor shall fill in the correct the field(s) and notify the Contracting Officer that a discrepancy exists.

For assistance with invoicing, refer to the WAWF Software User Manual which can be accessed by logging into

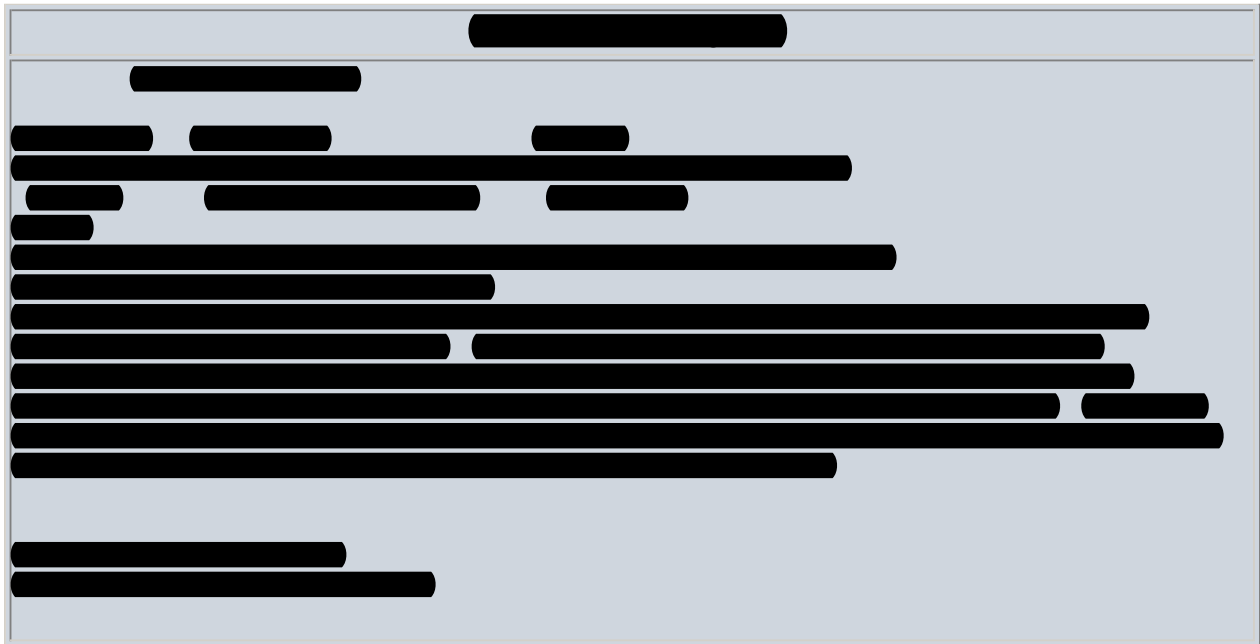
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WAWF, then scrolling on the left side of the screen, and selecting “Software User Manual.” Once opened, from the pop-up window, select “invoice” for a general overview on invoicing procedures. Additional guidance on creating a Combo or a 2n1 invoice is also located in the Software User Manual.

Before closing out of an invoice session in WAWF-RA, but after submitting the document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on “Send More Email Notification” on the page that appears. Add the acceptor’s/receiver’s email address (Note this address is their work email address not their WAWF-RA organizational email address) in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF-RA system.

NOTE: The POCs identified above are for WAWF-RA issues only. Any other contracting questions/problems should be addressed to the Contracting Officer or other person identified in the contract to who questions are to be addressed.

(End of clause)



(End of Section)

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[REDACTED]

[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECTION H SPECIAL REQUIREMENTS

H-1. Security Clearance.

All task order employees supporting this task order **ARE NOT** required to possess a security clearance for this effort.

H-2. Key Personnel.

Personnel performing the Program Management effort, Web Development effort and Contracting SME effort for this task order are considered to be key personnel. The Contractor hereby agrees to assign to this task order to those persons whose resumes were submitted with this proposal who are necessary to fill requirements of the task order. Any key personnel substitutions are subject to the terms and conditions outlined in the basic contract, Section H, paragraph H-7.

(End of Section)

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SECTION I CONTRACT CLAUSES

SECTION I CLAUSES

In addition to the clauses included in the basic contract, the below clauses are applicable to this task order.

FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

(End of Clause)

FAR 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 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days 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 (5) years.

(End of Clause)

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52.232-22 Limitation of Funds (Apr 1984)

(a) The parties estimate that performance of this delivery order will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this delivery order within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this delivery order, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the delivery order up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the delivery order up to the point at which the total amount paid and payable by the Government under the delivery order approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the delivery order by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the delivery order or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this delivery order on that date in accordance with the provisions of the Termination clause of this delivery order. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this delivery order, specifically citing and stated to be an exception to this clause—

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(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this delivery order; and

(2) The Contractor is not obligated to continue performance under this delivery order (including actions under the Termination clause of this contract) or otherwise incur costs in excess of—

(i) The amount then allotted to the delivery order by the Government or;

(ii) If this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in paragraph (f)(2) of this clause, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this delivery order, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the delivery order is increased, any costs the Contractor incurs before the increase that are in excess of—

(1) The amount previously allotted by the Government or;

(2) If this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

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(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this delivery order is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the delivery order, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equalling the percentage of completion of the work contemplated by this contract.

(End of clause)

(End of Section)

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SECTION J LIST OF ATTACHMENTS

Attachment 1 - QASP

Exhibit A - Past Performance Questionnaire

Exhibit B - Estimated Labor Hours

Exhibit C - Cost Proposal Format