

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER H9126860320002000		PAGE 1 OF 14	
2. CONTRACT NO. GS-00F-0059M		3. AWARD/EFFECTIVE DATE 28-Mar-2006		4. ORDER NUMBER HQ0034-06-F-1080		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
9. ISSUED BY DOD/WHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155 TEL: 703-696-4152 FAX: 703-696-4164		CODE HQ0034		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 561210 SIZE STANDARD: \$6M		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO SEE SCHEDULE		CODE		16. ADMINISTERED BY SEE ITEM 9		CODE	
17a. CONTRACTOR/OFFEROR JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009 TEL. 407 381-7797		CODE ONF98		18a. PAYMENT WILL BE MADE BY DFAS COLUMBUS CENTER DFAS-CO/SOUTH ENTITLEMENT OPERATIONS P.O. BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		<input type="checkbox"/> 18b. SUBMIT INVOICES TO A DRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE				23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA See Schedule				26. TOTAL AWARD AMOUNT (For Govt. Use Only) (b)(4)			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT REFERENCE <input type="checkbox"/> OFFER DATED . . . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31b. DATE SIGNED	
				<i>Nadine Payne</i>		28-Mar-2006	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Nadine Payne / Contracting Officer TEL: 703-696-2005 EMAIL: nadine.payne@whs.mil			

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--------------------------------------------------------	-----------	---------------------------------------------------------------------

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
------------------------------------------------------------------------------------	--------------------	---------------------------------	------------------------------------------------------------------------------------------------------------------	------------------

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

SOW

**Washington Headquarters Services
Administration and Program Support Directorate
Administrative and Professional Services
STATEMENT OF WORK
January 12, 2006**

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Manpower and Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 19 Contractor personnel and 7 OPTIONAL CONTRACTOR PERSONNEL listed herein:

3.1 Security Specialist Support Services: Requirement for One (1) Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.2 Facilities Specialist Support Services: Requirement for One (1) Senior Facilities Specialist and One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:

- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

3.4 Communications Management Support Services: Requirement for One (1) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.4.1 Communication Specialists shall provide written communications plans, news articles,

speeches, web site content, reports, press and promotional materials for publication and support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.5 Financial Analyst Support Services: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:

3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.

3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

3.6 Management Analysis and Reporting Support Services: Requirement for One (1) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.

3.6.2 Develop management reporting metrics, life cycle project cost and analyses.

3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:

- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

3.8 Senior Human Resources Analyst Support Services: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:

- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

3.9 Program Management Support Services: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:

- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

3.10 Administrative Support Services: Requirement for three (3) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:

- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

3.11 OPTIONAL Junior Security Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.12 OPTIONAL Junior Facilities Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.13 OPTIONAL Communications Management Support Services: Requirement for One (1) (OPTIONAL) Communications Specialists to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.14 OPTIONAL Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) (OPTIONAL) Continuity of Operations (COOP) Specialist and One (1) (OPTIONAL) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises. Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:

- Status Report on all services
- Schedule for new activities
- Existing and potential problem areas and proposed resolution and timelines
- Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

6.1 Facilities, Supplies and Services - Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.

6.2 Information and Documentation - The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.

9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.

9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day

Dr. Martin Luther King, Jr.'s Birthday

President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTEREST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:

(a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.

(b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

11.1 General

11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.

11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:

(a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;

(b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment

(c) may otherwise cause a reasonable person to question his/her impartiality.

11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.

11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing

this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Invoices shall be submitted once per month.

13.0 INVOICES:

13.1 Please submit invoices to the following addressee:

WHS/APO
Attn: Nadine Payne, Contracting Officer

(b)(2),(b)(6)


13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:

- a. Name and address of the contractor (legal and doing business as);
- b. Cage Code number;
- c. Invoice number and date;
- d. Contract number and/or Task Order number;
- e. Contract line items numbers and/or sub line item number for, service/delivery rendered;
- f. Period of Performance covered by invoice;
- g. Name, title and phone number of person to be notified in case of defective invoices.
- h. Shipment number

14.0 CONTRACT POC:

Ms. Nadine D. Payne
Contracting Officer
Washington Headquarters Services (WHS)

(b)(2),(b)(6)


ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Labor FFP The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. POP: April 1, 2006 - March 31, 2007. PURCHASE REQUEST NUMBER: H9126860320002000	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ACRN AA

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	Labor FFP The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. POP: April 1, 2007 - March 31, 2008. PURCHASE REQUEST NUMBER: H9126860320002000	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
0002	POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

ACCOUNTING AND APPROPRIATION DATA

AA: 9760100.2020.6010.2599.S49447.DHAC60101

AMOUNT (b)(4)

CIN H91268603200020000001 (b)(4)

CLAUSES INCORPORATED BY REFERENCE

52.217-8	Option To Extend Services	NOV 1999
52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.237-3	Continuity Of Services	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 27
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 31-May-2006	4. REQUISITION/PURCHASE REQ. NO. H9126860320002000		5. PROJECT NO. (If applicable)
6. ISSUED BY CODE HQ0034 <small>DOD/WH/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155</small>		7. ADMINISTERED BY (If other than item 6) CODE See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X 10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080	
				X 10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
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).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Part 52.243-4 Changes					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: paynen061281 The purpose of this modification is to 1) add and re-number CLINS for OPTIONAL personnel and 2) order a Junior Administrative Assistant under CLIN 0002.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) NADINE PAYNE/CONTRACTING OFFICER TEL: 703-696-2005 EMAIL: nadine.payne@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Nadine Payne</i> (Signature of Contracting Officer)		16C. DATE SIGNED 23-Jun-2006
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 0002

This CLIN has been renumbered to CLIN 1001.

The CLIN description has changed from Labor to Option Yr 1: Labor.

The CLIN extended description has changed from The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. POP: April 1, 2007 - March 31, 2008. to The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW..

CLIN 0002 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Junior Admin Asst FFP The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations;perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.	10	Months	(b)(4)	(b)(4)
				NET AMT	(b)(4)
	ACRN AB				(b)(4)

CLIN 0003 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		12	Months	(b)(4)	(b)(4)
OPTION	BASE YR - OPT Junior Security Spec FFP The Contractor shall provide (1) Optional Contractor Personnel. The Contractor shall provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.				
NET AMT					(b)(4)

CLIN 0004 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		12	Months	(b)(4)	(b)(4)
OPTION	BASE YR - OPT Junior Facilities Spec FFP The Contractor shall provide (1) Optional Junior Facilities Specialist Personnel. The Contractor shall provide advice, recommendations, and documentation in support of facilities program management. The contractor shall coordinate office space allocations, renovations and relocations.				
NET AMT					(b)(4)

CLIN 0005 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		12	Months	(b)(4)	(b)(4)
OPTION	BASE YR - OPT Communications Mgmt Sppt FFP The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.				
NET AMT					(b)(4)

CLIN 0006 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006		12	Months	(b)(4)	(b)(4)
OPTION	BASE YR - OPT - COOP & Antiterrorism FFP The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations.				
NET AMT					(b)(4)

CLIN 0007 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007		12	Months	(b)(4)	(b)(4)
OPTION	BASE YR - OPT Mgmt Analysis & Rpt Suppt FFP The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives.				
NET AMT					(b)(4)

CLIN 0008 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008		1	Lot	(b)(4)	(b)(4)
OPTION	BASE YR - TRAVEL FFP				
	The contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with the SOW. Allowable travel shall be approved by the COR and per diem charges are governed by the JTR, FTR, Pub. L. 99-234 and FAR Part 31. Travel shall not exceed (b)(4) The Industrial Funding Fee does not apply to travel and per diem charges.				

NET AMT (b)(4)

CLIN 1002 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 1: Junior Admin Asst FFP				
	The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager, and assist in conference facility management and supply management.				

NET AMT (b)(4)

CLIN 1003 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 1: Jr Security Suppt Svcs FFP The Contractor shall provide (1) Optional Contractor Personnel. The Contractor shall provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.				

NET AMT (b)(4)

CLIN 1004 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 1: Jr Facilities Specialist Spt FFP The Contractor shall provide (1) Optional Junior Facilities Specialist Personnel. The Contractor shall provide advice, recommendations, and documentation in support of facilities program management. The contractor shall coordinate office space allocations, renovations and relocations.				

NET AMT (b)(4)

CLIN 1005 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 1: Communications Mgmt Suppt FFP The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.				

NET AMT (b)(4)

CLIN 1006 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 1: COOP & Antiterrorism FFP The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The Contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations.				
				NET AMT	(b)(4)

CLIN 1007 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 1: Mgmt Analysis & Rpt Suppt FFP The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives.				
				NET AMT	(b)(4)

CLIN 1008 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008		1	Lot	(b)(4)	(b)(4)
OPTION	Option Yr 1: TRAVEL FFP The Contractor shall reimbursed for the actual cost of travel conducted in the course of providing services in accordance with the SOW. Allowable travel shall be approved by the COR and per diem charges are governed by the JTR, FTR, Pub. L. 99-234 and FAR Part 31. Travel shall not exceed (b)(4) The Industrial Funding Fee does not apply to travel and per diem charges.				

NET AMT (b)(4)

CLIN 2001 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 2: Labor FFP The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.				

NET AMT (b)(4)

CLIN 2002 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 2: Junior Administrarion Asst FFP The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations;perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.				

NET AMT (b)(4)

CLIN 2003 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 2: Junior Security Spec FFP				
	The Contractor shall provide (1) Optional Contractor Personnel. The Contractor shall provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.				
				NET AMT	(b)(4)

CLIN 2004 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 2: Junior Facilities Spec FFP				
	The Contractor shall provide (1) Optional Junior Facilities Specialist Personnel. The Contractor shall provide advice, recommendations, and documentation in support of facilities program management. The contractor shall coordinate office space allocations, renovations and relocations.				
				NET AMT	(b)(4)

CLIN 2005 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005 OPTION	Option Yr 2: Communications Mgmt Suppt FFP The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.	12	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

CLIN 2006 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006 OPTION	Option Yr 2: COOP & Antiterrorism FFP The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The Contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations.	12	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

CLIN 2007 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2007		12	Months	(b)(4)	(b)(4)
OPTION	Option Yr 2: Mgmt Analysis & Rpt Suppt FFP The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives.				
NET AMT					(b)(4)

CLIN 2008 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2008		1	Lot	(b)(4)	(b)(4)
OPTION	Option Yr 2: TRAVEL FFP The Contractor shall reimbursed for the actual cost of travel conducted in the course of providing services in accordance with the SOW. Allowable travel shall be approved by the COR and per diem charges are governed by the JTR, FTR, Pub. L. 99-234 and FAR Part 31. Travel shall not exceed (b)(4) The Industrial Funding Fee does not apply to travel and per diem charges.				
NET AMT					(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 0002:
 Funding on CLIN 0002 is initiated as follows:

ACRN: AB

CIN: 00000000000000000000000000000000

Acctng Data: 9760100.2020. 6010.2599.S49447.DHAC60243

Increase: (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule Item has been deleted from CLIN 0002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 0002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-JUN-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 0003:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 0004:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 0005:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 0006:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 0007:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 0008:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 1002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 1003:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 1004:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 1005:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 1006:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 1007:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 1008:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2001:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2003:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2004:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2005:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2006:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2007:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2008:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 0002:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 0003:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 0004:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 0005:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 0006:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 0007:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 0008:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 1002:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 1003:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 1004:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 1005:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 1006:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 1007:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
---------------------------	--------------------------	--------------------------	-------------------------

The following Acceptance/Inspection Schedule was added for CLIN 1008:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 2001:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
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Destination	Government	Destination	Government
-------------	------------	-------------	------------

The following Acceptance/Inspection Schedule was added for CLIN 2002:
INSPECT AT INSPECT BY ACCEPT AT
Destination Government Destination ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 2003:
INSPECT AT INSPECT BY ACCEPT AT
Destination Government Destination ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 2004:
INSPECT AT INSPECT BY ACCEPT AT
Destination Government Destination ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 2005:
INSPECT AT INSPECT BY ACCEPT AT
Destination Government Destination ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 2006:
INSPECT AT INSPECT BY ACCEPT AT
Destination Government Destination ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 2007:
INSPECT AT INSPECT BY ACCEPT AT
Destination Government Destination ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 2008:
INSPECT AT INSPECT BY ACCEPT AT
Destination Government Destination ACCEPT BY
Government

The following have been modified:

SOW

**Washington Headquarters Services
Administration and Program Support Directorate
Administrative and Professional Services
STATEMENT OF WORK
January 12, 2006**

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following

special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Manpower and Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 19 Contractor personnel and 7 OPTIONAL CONTRACTOR PERSONNEL listed herein:

3.1 Security Specialist Support Services: Requirement for One (1) Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.2 Facilities Specialist Support Services: Requirement for One (1) Senior Facilities Specialist and One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:

- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

3.4 Communications Management Support Services: Requirement for One (1) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and

support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.5 Financial Analyst Support Services: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:

3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.

3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

3.6 Management Analysis and Reporting Support Services: Requirement for One (1) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.

3.6.2. Develop management reporting metrics, life cycle project cost and analyses.

3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:

- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

3.8 Senior Human Resources Analyst Support Services: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:

- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

3.9 Program Management Support Services: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:

- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

3.10 Administrative Support Services: Requirement for three (3) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:

- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

3.11 OPTIONAL Junior Security Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.12 OPTIONAL Junior Facilities Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.13 OPTIONAL Communications Management Support Services: Requirement for One (1) (OPTIONAL) Communications Specialists to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.14 OPTIONAL Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) (OPTIONAL) Continuity of Operations (COOP) Specialist and One (1) (OPTIONAL) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises. Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content.

3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.16 Junior Administration Assistant: Requirement for One (1) Junior Administration Assistant to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:

- Status Report on all services
- Schedule for new activities
- Existing and potential problem areas and proposed resolution and timelines
- Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

6.1 Facilities, Supplies and Services - Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.

6.2 Information and Documentation - The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.

9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.

9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
- (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
- (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

11.1 General

- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
- (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
- (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment
- (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.
- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in

performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

- 11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 INVOICES:

- 13.1 Please submit invoices electronically to the COR.

13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:

- a. Name and address of the contractor (legal and doing business as);
- b. Cage Code number;
- c. Invoice number and date;
- d. Contract number and/or Task Order number;
- e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
- f. Period of Performance covered by invoice;
- g. Name, title and phone number of person to be notified in case of defective invoices.
- h. Shipment number

14.0 CONTRACT POC:

Ms. Nadine D. Payne
Contracting Officer

Washington Headquarters Services (WHS)

(b)(2),(b)(6)

A large rectangular area of the document is redacted with a solid grey fill, obscuring the contact information for the Contracting Officer.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 15
2. AMENDMENT/MODIFICATION NO. F00002		3. EFFECTIVE DATE 21-Jul-2006	4. REQUISITION/PURCHASE REQ. NO. H9126860320002000		5. PROJECT NO. (If applicable)
6. ISSUED BY CODE HQ0034 WHS, ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON RPN SUITE 12063 WASHINGTON DC 20301-1155		7. ADMINISTERED BY (If other than item 6) CODE HQ0034 DOD/WHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X 10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080	
				X 10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
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).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Part 52.243-4 Changes					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u> 1 </u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: paynen061533 The purpose of this modification is to fill all Optional Positions.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) NADINE PAYNE/CONTRACTING OFFICER TEL: 703-696-2005 EMAIL: nadine.payne@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Nadine Payne</i> (Signature of Contracting Officer)		16C. DATE SIGNED 21-Jul-2006
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 0003

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status.

The total cost of this line item has decreased by (b)(4) from (b)(4) to (b)(4)

CLIN 0004

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status.

The total cost of this line item has decreased by (b)(4) from (b)(4) to (b)(4)

CLIN 0005

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status.

The total cost of this line item has decreased by (b)(4) from (b)(4) to (b)(4)

CLIN 0006

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status.

The total cost of this line item has decreased by (b)(4) from (b)(4) to (b)(4)

CLIN 0007

The pricing detail quantity has decreased by 4.00 from 12.00 to 8.00.

The option status has changed from Option to No Status.

The total cost of this line item has decreased by (b)(4) from (b)(4) to (b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from

(b)(4) to (b)(4)

CLIN 0003:

AB: 9760100.2020.6010.2599.S49447.DHAC60243 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AB has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 0004:

AB: 9760100.2020.6010.2599.S49447.DHAC60243 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AB has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 0005:

AB: 9760100.2020.6010.2599.S49447.DHAC60243 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AB has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 0006:

AB: 9760100.2020.6010.2599.S49447.DHAC60243 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AB has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 0007:

AB: 9760100.2020.6010.2599.S49447.DHAC60243 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AB has been added.
The CIN 00000000000000000000000000000000 has been added.

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 0004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 0005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 0006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 0007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 0008 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

The following have been modified:

SOW

**Washington Headquarters Services
Administration and Program Support Directorate
Administrative and Professional Services
STATEMENT OF WORK
January 12, 2006**

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Manpower and Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with

all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 19 Contractor personnel and 7 OPTIONAL CONTRACTOR PERSONNEL listed herein:

3.1 Security Specialist Support Services: Requirement for One (1) Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.2 Facilities Specialist Support Services: Requirement for One (1) Senior Facilities Specialist and One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:

- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

3.4 Communications Management Support Services: Requirement for One (1) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and

support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.5 Financial Analyst Support Services: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:

3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.

3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

3.6 Management Analysis and Reporting Support Services: Requirement for One (1) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.

3.6.2. Develop management reporting metrics, life cycle project cost and analyses.

3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:

- 3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.
- 3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

3.8 Senior Human Resources Analyst Support Services: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:

- 3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.
- 3.8.2 Manage human resource databases and develop information papers, guidelines and policies.
- 3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

3.9 Program Management Support Services: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:

- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

3.10 Administrative Support Services: Requirement for three (3) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:

- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

3.11 OPTIONAL Junior Security Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.12 OPTIONAL Junior Facilities Specialist Support Services: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.13 OPTIONAL Communications Management Support Services: Requirement for One (1) (OPTIONAL) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.

- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

3.14 OPTIONAL Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) (OPTIONAL) Continuity of Operations (COOP) Specialist and One (1) (OPTIONAL) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises. Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:

- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.
- 3.15.4 Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications)
- 3.15.5 Prepare written reports from analytical projects, including sound recommendations for action
- 3.15.6 Prepare and present briefings/training
- 3.15.7 Lead small group meetings and prepare accurate meeting minutes
- 3.15.8 Prepare plans and track process against plans through follow-up actions
- 3.15.9 Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

3.16 Junior Administration Assistant: Requirement for One (1) Junior Administration Assistant to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:

- Status Report on all services
- Schedule for new activities
- Existing and potential problem areas and proposed resolution and timelines
- Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

6.1 Facilities, Supplies and Services - Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.

6.2 Information and Documentation - The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.

9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.

9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day

Dr. Martin Luther King, Jr.'s Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTEREST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
- (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
 - (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

11.1 General

- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
- (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
 - (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment
 - (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.

- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.


13.0 INVOICES:

- 13.1 Please submit invoices electronically to the COR.
- 13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:
- a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 CONTRACT POC:

Ms. Nadine D. Payne
Contracting Officer
Washington Headquarters Services (WHS)

(b)(2),(b)(6)



(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 3
2. AMENDMENT/MODIFICATION NO. P00003		3. EFFECTIVE DATE 11-Jan-2007	4. REQUISITION/PURCHASE REQ. NO. H9126860320002000		5. PROJECT NO. (If applicable)
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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.					
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.					
X 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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: paynen07532 This modification is issued to incorporate DFARS 252.232-7003, Electronic Submission of Paymnt Requests and WAWF Invoicing Instructions.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) NADINE PAYNE/ CONTRACTING OFFICER TEL: 703-696-2005 EMAIL: nadine.payne@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Nadine Payne</i> (Signature of Contracting Officer)		16C. DATE SIGNED 11-Jan-2007
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by reference:

252.232-7003 Electronic Submission of Payment Requests MAY 2006

The following have been added by full text:

INVOICING INSTRUCTIONS

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil>, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at <https://wawf.eb.mil>

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at 703-601-2554 ext 113 or email: frank.wilson@whs.mil. The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter **HQ0034**

"Admin DoDAAC" field enter **HQ0034**

"Payment DoDAAC" field enter **HQ0338**

"Ship to Code/EXT" field enter **HQ0034 OSDTM2**

"Inspect By DoDAAC/EXT" field **HQ0148**

"LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your 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 following email address (b)(2),(b)(6)** 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 that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. P00004		3. EFFECTIVE DATE 01-Apr-2007	4. REQUISITION/PURCHASE REQ. NO. H9126860320002000	J	1 4
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080	
			X	10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and authority) IAW FAR Part 52.217-9 Option to Extend Term of Contract					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: paynen07657 The purpose of this modification is to exercise Option Yr 1 IAW 52.217-9, for the period of 1 Apr 07 - 31 Mar 08					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) NADINE PAYNE/ CONTRACTING OFFICER TEL: (703) 588-1141 EMAIL: nadine.payne@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Nadine Payne</i> (Signature of Contracting Officer)		16C. DATE SIGNED 22-Feb-2007
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$2,470,891.72 from \$2,168,208.44 to \$4,639,100.16.

SUPPLIES OR SERVICES AND PRICES

CLIN 1001

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

CLIN 1002

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

CLIN 1003

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

CLIN 1004

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

CLIN 1005

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

CLIN 1006

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

CLIN 1007

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

CLIN 1008

The option status has changed from Option to Option Exercised.
The specification number 5537 has been added.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 1001:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AC has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 1002:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AC has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 1003:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AC has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 1004:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AC has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 1005:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AC has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 1006:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(6).
The contract ACRN AC has been added.

The CIN 00000000000000000000000000000000 has been added.

CLIN 1007:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AC has been added.

The CIN 00000000000000000000000000000000 has been added.

CLIN 1008:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AC has been added.

The CIN 00000000000000000000000000000000 has been added.

DELIVERIES AND PERFORMANCE

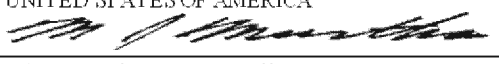
The following Delivery Schedule item for CLIN 1001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. P00005		3. EFFECTIVE DATE 01-Mar-2007	4. REQUISITION/PURCHASE REQ. NO. H9126860320002000	J	1 3
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080	
			X	10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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.					
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.					
X	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).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: mellison07741 Modification reason: This modification is written to update assigned CO notification in the Invoicing Instructions Clause. See continuation page.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			MICHAEL MURTHA/ CONTRACTING OFFICER		
			TEL: (703) 588-1109 EMAIL: michael.murtha@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)			BY  (Signature of Contracting Officer)		01-Mar-2007

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

INVOICING INSTRUCTIONS

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil>, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at <https://wawf.eb.mil>

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at 703-601-2554 ext 113 or email: frank.wilson@whs.mil. The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter **HQ0034**

"Admin DoDAAC" field enter **HQ0034**

"Payment DoDAAC" field enter **HQ0338**

"Ship to Code/EXT" field enter **HQ0034 OSDTM2**

"Inspect By DoDAAC/EXT" field **HQ0148**

"LPO DoDAAC/EXT" fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.


For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your 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 following email address** (b)(2),(b)(6), 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 that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 4
2. AMENDMENT/MODIFICATION NO. P00006		3. EFFECTIVE DATE 31-Mar-2008	4. REQUISITION/PURCHASE REQ. NO. H9126860320002000		5. PROJECT NO. (If applicable)
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901		CODE HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X 10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080	
				X 10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and authority) Unilateral modification pursuant to FAR 52.217-9					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: skodaca08644 The purpose of this modification is to exercise the option to extend services under this contract.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) EDWARD CHEVALIER / CONTRACTING OFFICER TEL: (703) 588-1295 EMAIL: ed.chevalier@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 		16C. DATE SIGNED 20-Feb-2008
(Signature of person authorized to sign)		(Signature of Contracting Officer)			

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 2001

The option status has changed from Option to Option Exercised.

CLIN 2002

The option status has changed from Option to Option Exercised.

CLIN 2003

The option status has changed from Option to Option Exercised.

CLIN 2004

The option status has changed from Option to Option Exercised.

CLIN 2005

The option status has changed from Option to Option Exercised.

CLIN 2006

The option status has changed from Option to Option Exercised.

CLIN 2007

The option status has changed from Option to Option Exercised.

CLIN 2008

The option status has changed from Option to Option Exercised.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 2001:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 2002:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 2003:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 2004:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 2005:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 2006:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000000 has been added.

CLIN 2007:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000000 has been added.


CLIN 2008:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AD has been added.

The CIN 00000000000000000000000000000000 has been added.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 4
2. AMENDMENT/MODIFICATION NO. P00007	3. EFFECTIVE DATE 01-May-2008	4. REQUISITION/PURCHASE REQ. NO. H9126860320002000		5. PROJECT NO. (If applicable)
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901	CODE HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
			X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080
			X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule				
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.				
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).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
X D. OTHER (Specify type of modification and authority) Bilateral modification pursuant to mutual agreement of contract parties.				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: skodaca08914 The purpose of this modification is to add contract line item 2009 and correct invoicing instructions.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) EDWARD CHEVALIER / CONTRACTING OFFICER TEL: (703) 588-1295 EMAIL: ed.chevalier@whs.mil	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 		16C. DATE SIGNED 01-May-2008
(Signature of person authorized to sign)			(Signature of Contracting Officer)	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

INVOICING INSTRUCTIONS

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil>, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at <https://wawf.eb.mil>

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at 703-601-2554 ext 113 or email: frank.wilson@whs.mil. The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter **HQ0034**

"Admin DoDAAC" field enter **HQ0034**

"Payment DoDAAC" field enter **HQ0338**

"Ship to Code/EXT" field enter **HQ0034 OSDTM1**

"Inspect By DoDAAC/EXT" field **HQ0148**

"LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your 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 following email address, (b)(2),(b)(6)**, 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 that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 2009 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009	Option Yr 2: Junior Administrarion Asst FFP The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but are not limited to: Research and prepare graphic presentations;perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.	11	Months	(b)(4)	(b)(4)
				NET AMT	(b)(4)
ACRN AD					(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 2009:

Funding on CLIN 2009 is initiated as follows:

ACRN: AD

CIN: 00000000000000000000000000000000

Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 2009:


DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-MAY-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 2009:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. P00008		3. EFFECTIVE DATE 14-May-2008	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		1 5
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901		CODE HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080	
			X	10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
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.					
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).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Per mutual agreement between the contracting parties.					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: ellismar08995 A. Modification is written to add additional administrative support services. B. Add SubCLINs 2009AA and 2009AB to add additional administrative support services and change invoicing instructions. C. No further changes.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) LISAM MAASS / CONTRACTING OFFICER TEL: 703-588-1105 EMAIL: lisa.maass@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 		16C. DATE SIGNED 14-May-2008
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

INVOICING INSTRUCTIONS

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil>, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at <https://wawf.eb.mil>

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at (b)(2),(b)(6) or email: (b)(2),(b)(6). The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter **HQ0034**

"Admin DoDAAC" field enter **HQ0034**

"Payment DoDAAC" field enter **HQ0338**

"Ship to Code/EXT" field enter **HQ0034 OSDTM1**

"Inspect By DoDAAC/EXT" field **HQ0148**

"LPO DoDAAC/EXT" fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your 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 following email address (b)(2),(b)(6) 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 that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 2009

The CLIN type priced has been deleted.

The pricing detail quantity 11.00 has been deleted.

The unit price amount has decreased by (b)(4) from (b)(4) to \$0.00.

The total cost of this line item has decreased by (b)(4) from (b)(4) to UNDEFINED.

SUBCLIN 2009AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009AA	Option Yr 2: Junior Administrarion Asst FFP operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management. PURCHASE REQUEST NUMBER: HQ014880040001	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ACRN AD

(b)(4)

SUBCLIN 2009AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009AB	Option Yr 2: Junior Administrarion Asst FFP operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management. PURCHASE REQUEST NUMBER: HQ014880040001	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ACRN AD

(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 2009:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 2009AA:

Funding on SUBCLIN 2009AA is initiated as follows:

ACRN: AD

CIN: HQ0148800400012009AA

Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014

Increase (b)(4)

Total: (b)(4)

SUBCLIN 2009AB:

Funding on SUBCLIN 2009AB is initiated as follows:

ACRN: AD

CIN: HQ01488000400012009AB

Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE


The following Delivery Schedule item has been added to SUBCLIN 2009AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-MAY-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to SUBCLIN 2009AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-JUN-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 8
2. AMENDMENT/MODIFICATION NO. P00009	3. EFFECTIVE DATE 10-Dec-2008	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901	CODE HQ0034	7. ADMINISTERED BY (If other than item 6) DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		CODE	HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and authority) in accordance w/ FAR 52.212-4(c) Changes.					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condrenl081469 The purpose of this modification is to increase the scope of work to add two Senior Management Analysts and exchange one Jr. Admin Asst. for a Jr. Management Analyst by descopeing the Jr. Admin by four months and adding the Analyst II for four months. Also to update the WAWF instructions with a new contact e-mail address. All other terms and conditions remain the same.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) EDWARD CHEVALIER / CONTRACTING OFFICER TEL: (703) 588-1295 EMAIL: ed.chevalier@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 		16C. DATE SIGNED 08-Dec-2008
(Signature of person authorized to sign)		(Signature of Contracting Officer)			

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

INVOICING INSTRUCTIONS

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil>, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at <https://wawf.eb.mil>

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at (b)(2),(b)(6) or email:(b)(2),(b)(6). The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter **HQ0034**
"Admin DoDAAC" field enter **HQ0034**
"Payment DoDAAC" field enter **HQ0338**
"Ship to Code/EXT" field enter **HQ0034 OSDTM1**
"Inspect By DoDAAC/EXT" field **HQ0148**
"LPO DoDAAC/EXT" fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your 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 following email address:** (b)(2),(b)(6) 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 that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

SUBCLIN 2009AB

The pricing detail quantity has decreased by 4.00 from 10.00 to 6.00.

The total cost of this line item has decreased by (b)(4) from (b)(4) to (b)(4)

CLIN 2010 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2010	SME (Senior Management Analyst) FFP Senior Management Analyst in accordance with the SOW PURCHASE REQUEST NUMBER: HQ014880040009508	4	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ACRN AF (b)(4)

CLIN 2011 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011			Months		\$0.00

SME (Senior Management Analyst)
FFP
Senior Management Analyst in accordance with the SOW.
PURCHASE REQUEST NUMBER: HQ014880040009508

NET AMT	\$0.00
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SUBCLIN 2011AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011AA		4	Months	(b)(4)	(b)(4)

Partial Funding for CLIN 0002
FFP
PURCHASE REQUEST NUMBER: HQ014880040009508

NET AMT	(b)(4)
---------	--------

ACRN AF

(b)(4)

SUBCLIN 2011AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011AB		4	Months	(b)(4)	(b)(4)

Partial Funding for CLIN 0002
FFP
PURCHASE REQUEST NUMBER: HQ014880040009508

NET AMT	(b)(4)
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ACRN AE

(b)(4)

CLIN 2012 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2012	Analyst II (Junior Management Analyst) FFP Analyst II in accordance with the SOW. PURCHASE REQUEST NUMBER: HQ014880040009508	4	Months	(b)(4)	(b)(4)
					(b)(4)
ACRN AE					(b)(4)
NET AMT					(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

SUBCLIN 2009AB:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN HQ01488000400012009AB) was decreased by (b)(4) from (b)(4) to (b)(4)

CLIN 2010:

Funding on CLIN 2010 is initiated as follows:

ACRN: AF

CIN: HQ0148800400095080001

Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077

Increase (b)(4)

Total: (b)(4)

SUBCLIN 2011AA:

Funding on SUBCLIN 2011AA is initiated as follows:

ACRN: AF

CIN: HQ0148800400095080002AA

Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077

Increase (b)(4)

Total: (b)(4)

SUBCLIN 2011AB:

Funding on SUBCLIN 2011AB is initiated as follows:

ACRN: AE

CIN: HQ0148800400095080002AB

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 2012:

Funding on CLIN 2012 is initiated as follows:

ACRN: AE

CIN: HQ0148800400095080003

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for SUBCLIN 2009AB has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-JUN-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-JUN-2008 TO 09-DEC-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item has been added to CLIN 2010:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
---------------	----------	-----------------	-----

POP 10-DEC-2008 TO
31-MAR-2009

N/A

WHS/APSD
BRETT EATON
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

HQ0148

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 2011AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 10-DEC-2008 TO 31-MAR-2009	N/A	WHS/APSD BRETT EATON WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 2011AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 10-DEC-2008 TO 31-MAR-2009	N/A	WHS/APSD BRETT EATON WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 2012:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 10-DEC-2008 TO 31-MAR-2009	N/A	WHS/APSD BRETT EATON WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 2010:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 2011:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 2011AA:

INSPECT AT N/A	INSPECT BY N/A	ACCEPT AT N/A	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for SUBCLIN 2011AB:

INSPECT AT N/A	INSPECT BY N/A	ACCEPT AT N/A	ACCEPT BY Government
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The following Acceptance/Inspection Schedule was added for CLIN 2012:

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
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(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 27
2. AMENDMENT/MODIFICATION NO. P00010	3. EFFECTIVE DATE 01-Apr-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE HC0034 WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	7. ADMINISTERED BY (If other than item 6) CODE HC0034 DOD/WHS ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155				
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X	10A. MOD. OF CONTRACT ORDER NO. HC0034-06-F-1080	
			X	10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF _____					
X D. OTHER (Specify type of modification and authority) IAW FAR 52.212-4(c) "Changes"					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condren109729 The purpose of this modification is to add CLINS for two Award Term Option Years (CLINS 3001 through 3012 and 4001 through 4012). The Award Term Plan for the two Award Term Option Years will also be added. Award Term Option Year 1 (CLINS 3001 through 3012) will be exercised. The period of performance for this Option is April 1, 2009 through March 31, 2010. The contract total is increased by (b)(4) from (b)(4) to (b)(4). This modification will change the COR from Frank Wilson to David Suiter as well as make the COR both inspector and acceptor for invoices and add the COR and the Contract Specialist's e-mail addresses. All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) EDWARD CHEVALIER / CONTRACTING OFFICER TEL: (703) 696-4042 EMAIL: ed.chevalier@whs.mil		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)		16C. DATE SIGNED 20-Mar-2009

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

wwSUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

INVOICING INSTRUCTIONS

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil>, within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. Step by step procedures to register are available at <https://wawf.eb.mil>

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at (b)(2),(b)(6) or email: (b)(2),(b)(6). The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter **HQ0034**

"Admin DoDAAC" field enter **HQ0034**

"Payment DoDAAC" field enter **HQ0338**

"Service Acceptor/Extension" or "Ship to/Extension" field enter **HQ0148**

"Inspect By DoDAAC/EXT" field Leave Blank

"LPO DoDAAC/EXT" fields (leave blank) ALWAYS leave blank.

In some situations WAWF-RA system will pre-populate the "Issue By DoDAAC", Admin DoDAAC" and "Payment DoDAAC". Contractor shall verify these DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Shipment numbers must be formatted as follows:

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your 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 following email address:** (b)(2),(b)(6) in the first email address block and the Contracting Officer's Representative, David Suiter, at (b)(2),(b)(6) in the following block. This additional notification to the government is important to ensure that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

The 'issued by' organization has changed from

DOD/WHS/ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

WASHINGTON DC 20301-1155

to

WHS ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

ARLINGTON VA 22209

The 'administered by' organization has changed from

DOD/WHS/ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

WASHINGTON DC 20301-1155

to

WHS ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

ARLINGTON VA 22209

w

SUPPLIES OR SERVICES AND PRICES

CLIN 2009

The SIC code 8744 has been added.

SUBCLIN 2009AA

The SIC code 8744 has been added.

SUBCLIN 2009AB

The SIC code 8744 has been added.

SUBCLIN 2011AA

The FSC code R408 has been added.

The PROG code S10 has been added.

The WSC Equipment code 000 has been added.

The SIC code 8744 has been added.

The NAICS code 561210 has been added.

The MDAP/MAIS Code 000 has been added.

SUBCLIN 2011AB

The FSC code R408 has been added.

The PROG code S10 has been added.

The WSC Equipment code 000 has been added.

The SIC code 8744 has been added.

The NAICS code 561210 has been added.

The MDAP/MAIS Code 000 has been added.

CLIN 3001 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: Labor FFP The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.				
				NET AMT	(b)(4)
	ACRN AE				(b)(4)

CLIN 3002 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		12	Months	(b)(4)	(b)(4)

EXERCISED
OPTION

Award Option Yr 1: Jr Admin Asst
FFP

The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager, and assist in conference facility management and supply management.

NET AMT

(b)(4)

ACRN AE

(b)(4)

CLIN 3003 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		12	Months	(b)(4)	(b)(4)

EXERCISED
OPTION

Award Option Yr 1: Jr Security Spec
FFP

The Contractor shall provide (1) Optional Contractor Personnel. The Contractor shall provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.

NET AMT

(b)(4)

ACRN AE

(b)(4)

CLIN 3004 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: Jr Facilities Spec FFP				
	The Contractor shall provide (1) Optional Junior Facilities Specialist Personnel. The Contractor shall provide advice, recommendations, and documentation in support of facilities program management. The contractor shall coordinate office space allocations, renovations and relocations.				

NET AMT

(b)(4)

ACRN AE

(b)(4)

CLIN 3005 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: Commun Mgmt Support FFP				
	The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.				

NET AMT

(b)(4)

ACRN AE

(b)(4)

CLIN 3006 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3006		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: COOP & Anti-terrorism FFP				
	The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The Contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations.				

NET AMT (b)(4)

ACRN AE (b)(4)

CLIN 3007 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3007		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: Mgmt Anlys/ Rpt Supp FFP				
	The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives.				

NET AMT (b)(4)

ACRN AE (b)(4)

CLIN 3008 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3008		1	Lot	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: TRAVEL FFP				
	The Contractor shall reimbursed for the actual cost of travel conducted in the course of providing services in accordance with the SOW. Allowable travel shall be approved by the COR and per diem charges are governed by the JTR, FTR, Pub. L. 99-234 and FAR Part 31. Travel shall not exceed (b)(4) The Industrial Funding Fee does not apply to travel and per diem charges.				

NET AMT

(b)(4)

ACRN AE

(b)(4)

CLIN 3009 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: Jr Admin Asst FFP				
	The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but are not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.				

NET AMT

(b)(4)

ACRN AE

(b)(4)

CLIN 3010 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3010		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Award Option Yr 1: SME FFP Senior Management Analyst in accordance with the SOW				

NET AMT (b)(4)

ACRN AE (b)(4)

CLIN 3011 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3011			Months		\$0.00
	Award Option 1: SME FFP Senior Management Analyst in accordance with the SOW				

NET AMT \$0.00

SUBCLIN 3011AA is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3011AA		12		(b)(4)	(b)(4)
EXERCISED OPTION	Partial funding for CLIN 3011 FFP Senior Management Analyst in accordance with the SOW				

NET AMT (b)(4)

ACRN AF (b)(4)

SUBCLIN 3011AB is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3011AB EXERCISED OPTION	Partial funding for CLIN 3011 FFP Senior Management Analyst in accordance with the SOW	12		(b)(4)	(b)(4)

NET AMT (b)(4)

ACRN AG (b)(4)

CLIN 3012 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3012 EXERCISED OPTION	Award Option 1: Analyst II FFP Analyst II in accordance with the SOW	12	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ACRN AF (b)(4)

CLIN 4001 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001	Award Option Yr 2: Labor FFP The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.	12	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

CLIN 4002 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002	Award Option Yr 2: Jr Admin Asst FFP The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations;perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager, and assist in conference facility management and supply management.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4003 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003	Award Option Yr 2: Jr Security Spec FFP The Contractor shall provide (1) Optional Contractor Personnel. The Contractor shall provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4004 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004	Award Option Yr 2: Jr Facilities Spec FFP The Contractor shall provide (1) Optional Junior Facilities Specialist Personnel. The Contractor shall provide advice, recommendations, and documentation in support of facilities program management. The contractor shall coordinate office space allocations, renovations and relocations.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4005 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005	Award Option Yr 2: Commun Mgmt Support FFP The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4006 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4006	Award Option Yr 2: COOP & Anti-terrorism FFP The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The Contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4007 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4007	Award Option Yr 2: Mgmt Analys/Rpt Supp FFP The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4008 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4008	Award Option Yr 2: TRAVEL FFP The Contractor shall reimbursed for the actual cost of travel conducted in the course of providing services in accordance with the SOW. Allowable travel shall be approved by the COR and per diem charges are governed by the JTR, FTR, Pub. L. 99-234 and FAR Part 31. Travel shall not exceed (b)(4) The Industrial Funding Fee does not apply to travel and per diem charges.	1	Lot	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4009 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009	Award Option Yr 2: Jr Admin Asst FFP The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but are not limited to: Research and prepare graphic presentations;perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4010 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4010	Award Option Yr 2: SME FFP Senior Management Analyst in accordance with the SOW	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4011 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4011	Award Option Yr 2: SME FFP Senior Management Analyst in accordance with the SOW.	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

CLIN 4012 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4012	Award Option Yr 2: Analyst II FFP Analyst II in accordance with the SOW	12	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 3001:

Funding on CLIN 3001 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3002:

Funding on CLIN 3002 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase: (b)(4)

Total (b)(4)

CLIN 3003:

Funding on CLIN 3003 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3004:

Funding on CLIN 3004 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3005:

Funding on CLIN 3005 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3006:

Funding on CLIN 3006 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3007:

Funding on CLIN 3007 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3008:

Funding on CLIN 3008 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3009:

Funding on CLIN 3009 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3010:

Funding on CLIN 3010 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

SUBCLIN 3011AA:

Funding on SUBCLIN 3011AA is initiated as follows:

ACRN: AF

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077

Increase (b)(4)

Total (b)(4)

SUBCLIN 3011AB:

Funding on SUBCLIN 3011AB is initiated as follows:

ACRN: AG

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3012:

Funding on CLIN 3012 is initiated as follows:

ACRN: AF

CIN: 00000000000000000000000000000000

Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3001:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

The following Delivery Schedule item has been added to CLIN 3002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3003:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3004:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3005:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

The following Delivery Schedule item has been added to CLIN 3006:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3007:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3008:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 3009:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 3010:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 3011:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to SUBCLIN 3011AA:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to SUBCLIN 3011AB:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 3012:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4001:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4003:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4004:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4005:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4006:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4007:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4008:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4009:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4010:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4011:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4012:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 3001:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following Acceptance/Inspection Schedule was added for CLIN 3002:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following Acceptance/Inspection Schedule was added for CLIN 3003:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following Acceptance/Inspection Schedule was added for CLIN 3004:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following Acceptance/Inspection Schedule was added for CLIN 3005:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following Acceptance/Inspection Schedule was added for CLIN 4003:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4004:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4005:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4006:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4007:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4008:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government


The following Acceptance/Inspection Schedule was added for CLIN 4009:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4010:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4011:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

The following Acceptance/Inspection Schedule was added for CLIN 4012:
INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
N/A N/A N/A Government

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 15
2. AMENDMENT/MODIFICATION NO. P00011	3. EFFECTIVE DATE 24-Mar-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	CODE HQ0034	7. ADMINISTERED BY (If other than item 6) See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			X	10A. MOD. OF CONTRACT/ORDER NO. HC0034-06-F-1080	
			X	10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
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.					
X	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).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condren109841 The purpose of this modification is to correct the LOA for CLINS 3001-3010. All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) EDWARD CHEVALIER / CONTRACTING OFFICER TEL: (703) 696-4042 EMAIL: ed.chevalier@whs.mil		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 		16C. DATE SIGNED 30-Mar-2009	
(Signature of person authorized to sign)		(Signature of Contracting Officer)			

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SUPPLIES OR SERVICES AND PRICES

CLIN 3011

The CLIN type priced has been added.

The pricing detail quantity 12.00 has been added.

The unit price amount (b)(4) has been added.

The total cost of this line item has increased by (b)(4) from UNDEFINED to (b)(4)

SUBCLIN 3011AA

This SUBCLIN has been renumbered to SUBCLIN 301103.

The CLIN type priced has been deleted.

The CLIN description has changed from Partial funding for CLIN 3011 to Reserved.

The CLIN extended description Senior Management Analyst in accordance with the SOW has been deleted.

The pricing detail quantity 12.00 has been deleted.

The unit price amount has decreased b (b)(4) from (b)(4) to \$0.00

The total cost of this line item has decreased b (b)(4) from (b)(4) to UNDEFINED.

SUBCLIN 3011AB

This SUBCLIN has been renumbered to SUBCLIN 301104.

The CLIN type priced has been deleted.

The CLIN description has changed from Partial funding for CLIN 3011 to Reserved.

The CLIN extended description Senior Management Analyst in accordance with the SOW has been deleted.

The pricing detail quantity 12.00 has been deleted.

The unit price amount has decreased b (b)(4) from (b)(4) to \$0.00.

The total cost of this line item has decreased b (b)(4) from (b)(4) to UNDEFINED.

SUBCLIN 300101 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300101	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

SUBCLIN 300201 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300201	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

SUBCLIN 300301 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300301	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

SUBCLIN 300401 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300401	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

SUBCLIN 300501 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300501	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

SUBCLIN 300601 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300601	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

SUBCLIN 300701 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300701	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG (b)(4)

SUBCLIN 300801 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300801	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG (b)(4)

SUBCLIN 300901 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
300901	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG (b)(4)

SUBCLIN 301001 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
301001	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

SUBCLIN 301101 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
301101	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AF

(b)(4)

SUBCLIN 301102 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
301102	Correct LOA FFP				\$0.00

NET AMT \$0.00

ACRN AG

(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

CLIN 3001:

AE: 9790100.2020.00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300101:

Funding on SUBCLIN 300101 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300101

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3002:

AE: 9790100.2020.00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300201:

Funding on SUBCLIN 300201 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300201

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3003:

AE: 9790100.2020.00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300301:

Funding on SUBCLIN 300301 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300301

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3004:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300401:

Funding on SUBCLIN 300401 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300401

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3005:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300501:

Funding on SUBCLIN 300501 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300501

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3006:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300601:

Funding on SUBCLIN 300601 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300601

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3007:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300701:

Funding on SUBCLIN 300701 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300701

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3008:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300801:

Funding on SUBCLIN 300801 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300801

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

CLIN 3009:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 300901:

Funding on SUBCLIN 300901 is initiated as follows:

ACRN: AG

CIN: HQ148833800001300901

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

CLIN 3010:

AE: 9790100.2020.00000.6010.2599.S49447.DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 301001:

Funding on SUBCLIN 301001 is initiated as follows:

ACRN: AG

CIN: HQ148833800001301001

Acctng Data: 9790100.2020.00000.6010.2591.S49447.DHAC92051

Increase (b)(4)

Total (b)(4)

SUBCLIN 301101:

Funding on SUBCLIN 301101 is initiated as follows:

ACRN: AF

CIN: HQ014883400011000301101

Acctng Data: 9790100.1120.00000.1019.2599.S49447.DSAC90077

Increase (b)(4)

Total (b)(4)

SUBCLIN 301102:

Funding on SUBCLIN 301102 is initiated as follows:

ACRN: AG

CIN: HQ148833800001301102

Acctng Data: 9790100.2020.00000.6010.2591.S49447.DHAC92051

Increase (b)(4)

Total (b)(4)

SUBCLIN 301103:

AF: 9790100.1120.00000.1019.2599.S49447.DSAC90077 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 301104:

AG: 9790100.2020.00000.6010.2591.S49447.DHAC92051 (CIN 00000000000000000000000000000000) was decreased by (b)(4) from (b)(4) to \$0.00

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 3001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 3002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 3003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item for CLIN 3004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item for CLIN 3005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item for CLIN 3006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item for CLIN 3008 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item for CLIN 3009 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2009 TO
31-MAR-2010

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 3010 has been changed from:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO
31-MAR-2010

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

HQ0148

FOB: Destination

To:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO
31-MAR-2010

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

HQ0148

FOB: Destination

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. P00012	3. EFFECTIVE DATE 27-May-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12003 ARLINGTON VA 22209	CODE HQ0034	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32828-3009		9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		X 10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080		
		X 10B. DATED (SEE ITEM 13) 28-Mar-2006		
CODE ONF98	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.				
<p>Offer 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:</p> <p>(a) By completing Items 8 and 13, and returning _____ copies 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 ACKNOWLEDGMENT 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.</p>				
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.				
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).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
X D. OTHER (Specify type of modification and authority) IAW FAR 52.212-4(c) "Changes"				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condren1091086 The purpose of this modification is to add one Assistant Program Manager IV for five months (CLIN 3013). The Period of Performance for this added position is May 27, 2009 through Oct. 31, 2009. The contract total is changed from (b)(4) to (b)(4), an increase of (b)(4). All other terms and conditions remain unchanged.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3659 EMAIL: kristin.fuller@whs.mil		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Kristin S. Fuller</u> (Signature of Contracting Officer)	16C. DATE SIGNED 27-May-2009	
(Signature of person authorized to sign)				

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)
 The 'Payment will be made by' organization has changed from
 DFAS COLUMBUS CENTER
 DFAS-CO/SOUTH ENTITLEMENT OPERATIONS
 P.O. BOX 182264
 COLUMBUS OH 43218-2264
 to
 DFAS-CO/SOUTH ENTITLEMENT OPERATIONS
 P.O. BOX 182264
 COLUMBUS OH 43218-2264

SUPPLIES OR SERVICES AND PRICES

SUBCLIN 301103

The option status has changed from Option Exercised to No Status.

SUBCLIN 301104

The option status has changed from Option Exercised to No Status.

CLIN 3013 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	LIMIT PRICE	AMOUNT
3013		5	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Assistant Program Manager IV FFP Program Manager in accordance with the SOW				
				NET AMT	(b)(4)
	ACRN AH				(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 3013:
Funding on CLIN 3013 is initiated as follows:

ACRN: AH

CIN: HQ014883380000003

Actng Data: 9790100 2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3013:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 27-MAY-2009 TO 31-OCT-2009	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIP (b)(2),(b)(6)	HQ0148
		FOB: Destination	

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 3013:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 4
2. AMENDMENT/MODIFICATION NO. P00013	3. EFFECTIVE DATE 08-Jun-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE	5. PROJECT NO. (If applicable)		
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	CODE HC0034	7. ADMINISTERED BY (If other than item 6) See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X 10A. MOD. OF CONTRACT ORDER NO. HC0034-06-F-1080	
				X 10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF _____					
X D. OTHER (Specify type of modification and authority) IAW FAR 52.212-4(c) "Changes"					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condrenf091115 The purpose of this modification is to add two CLINS (3014 and 4013) to this contract which will increase the scope of the work by two Senior Administrative Assistants. The Period of Performance for these added positions is June 8, 2009 through March 31, 2010 for the current contract period and April 1, 2010 through March 31, 2011 for the next Award Term Period. The contract total is increased from (b)(4) to (b)(4) an increase of (b)(4) All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3559 EMAIL: kristin.fuller@vhs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Kristin Fuller</i> (Signature of Contracting Officer)		16C. DATE SIGNED 03-Jun-2009
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 3014 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3014	Administrative Assistant IV FFP 2 Admin Assistants in accordance with the SOW	10	Months	(b)(4)	(b)(4)
					NET AMT
ACRN AG					(b)(4)

CLIN 4013 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4013	Administrative Assistant IV FFP 2 Admin Assistants in accordance with the SOW	12	Months	(b)(4)	(b)(4)
					NET AMT
					(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 3014:

Funding on CLIN 3014 is initiated as follows:

ACRN: AG

CIN: HQ014883380000004

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3014:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 08-JUN-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4013:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

INSPECTION AND ACCEPTANCE

The Acceptance/Inspection Schedule for CLIN 3013 has been changed from:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

To:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 3014:

INSPECT AT
Destination

INSPECT BY
Government

ACCEPT AT
Destination

ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 4013:

INSPECT AT
Destination

INSPECT BY
Government

ACCEPT AT
Destination

ACCEPT BY
Government

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1	13
2. AMENDMENT/MODIFICATION NO. P00014	3. EFFECTIVE DATE 03-Aug-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)		
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		CODE HC0034	7. ADMINISTERED BY (If other than item 6)		CODE	
			See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X	10A. MOD. OF CONTRACT ORDER NO. HC0034-06-F-1080	
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98	FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. <p>Offer 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:</p> <p>(a) By completing Items 8 and 15, and returning _____ copies 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 ACKNOWLEDGMENT 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.</p>						
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.						
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).						
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF _____						
X D. OTHER (Specify type of modification and authority) IAW FAR 52.212-4(c) "Changes"						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condrenf091275 The purpose of this modification is to update the SCOW with recent changes including adding/deleting/modifying additional and existing personnel. This modification will also activate two part-time seasonal positions previously funded under CLIN 3001 and add two CLINS (3015 and 4014) which will increase the scope of work by one Security Analyst III. The Period of Performance for this added position is August 3, 2009 through March 31, 2010 for the current contract period and April 1, 2010 through March 31, 2011 for the next Award Term Period. The contract total is hereby changed from (b)(4) to (b)(4) an increase of (b)(4) All other terms and conditions remain unchanged.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
				KRISTIN FULLER / CONTRACTING OFFICER		
				TEL: (703) 696-3559 EMAIL: kristin.fuller@vns.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)				BY <i>Kristin Fuller</i>		29-Jul-2009
				(Signature of Contracting Officer)		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

SOW

**Washington Headquarters Services
Administration and Program Support Directorate
Administrative and Professional Services
STATEMENT OF WORK
January 12, 2006
Revised: August 3, 2009**

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Manpower and Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 36 Contractor personnel listed herein:

3.1 Security Specialist Support Services: Requirement for Two (2) Security Specialist/Analysts to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.2 Facilities Specialist Support Services: Requirement for One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:

- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

3.4 Communications Management Support Services: Requirement for Two (2) Communications Specialists and One (1) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.5 Financial Analyst Support Services: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:

3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.

3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

3.6 Management Analysis and Reporting Support Services: Requirement for One (1) Jr. Management Analyst, Two (2) Sr. Management Analysts and Two (2) Management Analysts to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.

3.6.2 Develop management reporting metrics, life cycle project cost and analyses.

3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:

3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.

3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

3.8 Senior Human Resources Analyst Support Services: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:

3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.

3.8.2 Manage human resource databases and develop information papers, guidelines and policies.

3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

3.9 Program Management Support Services: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:

- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

3.10 Administrative Support Services: Requirement for Two (2) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:

- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

3.11 Junior Security Specialist Support Services: Requirement for One (1) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.12 Junior Facilities Specialist Support Services: Requirement for One (1) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.13 Communications Management Support Services: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.

- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

3.14 Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises. Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

3.15 Management Analysis and Reporting Support Services: Requirement for Two (2) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:

- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses. Develop manpower, internal management controls, and strategic planning programs. Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications) Prepare written reports from analytical projects, including sound recommendations for action Prepare and present briefings/training Lead small group meetings and prepare accurate meeting minutes Prepare plans and track process against plans through follow-up actions

Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

3.16 Administration Assistants: Requirement for Three (3) Junior Administration Assistants and Two (2) Sr. Administration Assistants to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply manage

3.17 Program Management Assistance: Requirement for One(1) Program Manager Assistant to provide advice, recommendations, and documentation in support of all management analysis and reporting.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:

- Status Report on all services
- Schedule for new activities
- Existing and potential problem areas and proposed resolution and timelines
- Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

6.1 Facilities, Supplies and Services - Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.

6.2 Information and Documentation - The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.

9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.

9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTEREST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate

of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:

(a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.

(b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

11.1 General

11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.

11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:

(a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;

(b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment

(c) may otherwise cause a reasonable person to question his/her impartiality.

11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.

11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 INVOICES:

13.1 Please submit invoices electronically to the COR.

13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:

- a. Name and address of the contractor (legal and doing business as);
- b. Cage Code number;
- c. Invoice number and date;
- d. Contract number and/or Task Order number;
- e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
- f. Period of Performance covered by invoice;
- g. Name, title and phone number of person to be notified in case of defective invoices.
- h. Shipment number

14.0 CONTRACT POC:

Ms. Kristin S. Fuller
Contracting Officer
Washington Headquarters Services (WHS)
(b)(2),(b)(6)

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 3015 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3015	Analyst III (Security Analyst) FFP One Analyst III to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.	8	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ACRN AG (b)(4)

CLIN 4014 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4014	Analyst III (Security Analyst) FFP One Analyst III to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management.	12	Months	(b)(4)	(b)(4)

NET AMT (b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 3015:
Funding on CLIN 3015 is initiated as follows:

ACRN: AG

CIN: HQ014883380000004

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3015:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 03-AUG-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to CLIN 4014:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 3015:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 4014:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following have been deleted:

SOW

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 11
2. AMENDMENT/MODIFICATION NO. P00015	3. EFFECTIVE DATE 09-Nov-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209-2133	CODE HQ0034	7. ADMINISTERED BY (If other than item 6) WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		CODE	HQ0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT/ORDER NO. HQ0034-06-F-1080
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 CONTRACT 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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X D. OTHER (Specify type of modification and authority) IAW FAR 52.212-4(c) "Changes"					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condren1028 The purpose of this modification is to swap out two (2) positions in the SOW. The SOW will change to eliminate one (1) Management Analyst from Staffing Objective 3.6 and add one (1) Web Site and Graphics Specialist to Staffing Objective 3.4. This modification shall have no effect on the total contract value. All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3859 EMAIL: kristin.fuller@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Kristin Fuller</i>		16C. DATE SIGNED 08-Oct-2009
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

SOW

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services

STATEMENT OF WORK

January 12, 2006

Revised: August 3, 2009

Revised: October 8, 2009

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards; Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Manpower and Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 36 Contractor personnel listed herein:

3.1 Security Specialist Support Services: Requirement for Two (2) Security Specialist/Analysts to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.2 Facilities Specialist Support Services: Requirement for One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:

- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

3.4 Communications Management Support Services: Requirement for Two (2) Communications Specialists and Two (2) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relations support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.5 Financial Analyst Support Services: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:

3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.

3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

3.6 Management Analysis and Reporting Support Services: Requirement for One (1) Jr. Management Analyst, Two (2) Sr. Management Analysts and One (1) Management Analysts to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.

3.6.2 Develop management reporting metrics, life cycle project cost and analyses.

3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:

3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.

3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

3.8 Senior Human Resources Analyst Support Services: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:

3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.

3.8.2 Manage human resource databases and develop information papers, guidelines and policies.

3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

3.9 Program Management Support Services: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:

- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

3.10 Administrative Support Services: Requirement for Two (2) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:

- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

3.11 Junior Security Specialist Support Services: Requirement for One (1) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.12 Junior Facilities Specialist Support Services: Requirement for One (1) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.13 Communications Management Support Services: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.

- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

3.14 Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises. Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

3.15 Management Analysis and Reporting Support Services: Requirement for Two (2) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:

- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses. Develop manpower, internal management controls, and strategic planning programs. Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications) Prepare written reports from analytical projects, including sound recommendations for action Prepare and present briefings/training Lead small group meetings and prepare accurate meeting minutes Prepare plans and track process against plans through follow-up actions

Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

3.16 Administration Assistants: Requirement for Three (3) Junior Administration Assistants and Two (2) Sr. Administration Assistants to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply manage

3.17 Program Management Assistance: Requirement for One(1) Program Manager Assistant to provide advice, recommendations, and documentation in support of all management analysis and reporting.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:

- Status Report on all services
- Schedule for new activities
- Existing and potential problem areas and proposed resolution and timelines
- Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

6.1 Facilities, Supplies and Services - Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.

6.2 Information and Documentation - The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.

9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.

9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTEREST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate

of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:

(a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.

(b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

11.1 General

11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.

11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:

(a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;

(b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment

(c) may otherwise cause a reasonable person to question his/her impartiality.

11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.

11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 INVOICES:

13.1 Please submit invoices electronically to the COR.

13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:

- a. Name and address of the contractor (legal and doing business as);
- b. Cage Code number;
- c. Invoice number and date;
- d. Contract number and/or Task Order number;
- e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
- f. Period of Performance covered by invoice;
- g. Name, title and phone number of person to be notified in case of defective invoices.
- h. Shipment number

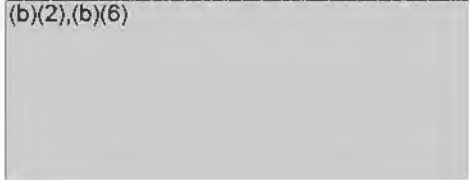
14.0 CONTRACT POC:

Ms. Kristin S. Fuller

Contracting Officer

Washington Headquarters Services (WHHS)

(b)(2),(b)(6)



(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 4
2. AMENDMENT/MODIFICATION NO. P00016	3. EFFECTIVE DATE 01-Nov-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE	5. PROJECT NO. (If applicable)		
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CODE HC0034	7. ADMINISTERED BY (If other than item 6) WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		CODE	HC0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT/ORDER NO. HC0034-06-F-1080
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF _____					
X D. OTHER (Specify type of modification and authority) IAW FAR 43.103(a) "Bilateral Modification Agreement"					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condren1093 The purposes of this modification are to: 1. Increase the level of effort for CLIN 3013 by five (5) months; 2. Change CLIN 3013 to a priced CLIN with two (2) informational sub-CLINs (301301 and 301302) due to a difference in the lines of accounting (LOA); 3. Increase the total contract value by (b)(4) from (b)(4) to (b)(4). All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3559 EMAIL: kristin.fuller@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Kristin Fuller</i> (Signature of Contracting Officer)		16C. DATE SIGNED 30-Oct-2009
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 3013

The pricing detail quantity has increased by 5.00 from 5.00 to 10.00

The total cost of this line item has increased by (b)(4) from (b)(4) to (b)(4)

SUBCLIN 301301 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
301301	Provide LOA FFP LOA for May 27, 2009 through Oct. 31, 2009.				\$0.00
				NET AMT	\$0.00
	ACRN AH				(b)(4)

SUBCLIN 301302 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
301302	Provide LOA FFP LOA for Nov. 1, 2009 through March 31, 2009.				\$0.00
				NET AMT	\$0.00

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

CLIN 3013:

AH: 9790100 2020 00000 6010 2591 S49447 DHAC92051 (CIN HQ014883380000003) was decreased by (b)(4) from (b)(4) to \$0.00

SUBCLIN 301301:

Funding on SUBCLIN 301301 is initiated as follows:

ACRN: AH

CIN: HQ014883380000003

Accing Data: 9790100 2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 3013 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 27-MAY-2009 TO 31-OCT-2009	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 27-MAY-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule item has been added to SUBCLIN 301301:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
---------------	----------	-----------------	-----

POP 27-MAY-2009 TO N/A
31-OCT-2009

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR

HQ0148

(b)(2),(b)(6)

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 301302:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-NOV-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR	HQ0148

(b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 301301:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for SUBCLIN 301302:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following have been added by full text:

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 3
2. AMENDMENT/MODIFICATION NO. P00017	3. EFFECTIVE DATE 23-Dec-2009	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CODE HC0034	7. ADMINISTERED BY (If other than item 6) WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		CODE	HC0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT ORDER NO. HC0034-06-F-1080
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
X	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).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF _____					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condren10263 The purpose of this modification is to: 1. Provide a line of accounting (LOA) for Informational SubCLIN 301302 2. Increase the total funded amount for this document by (b)(4) from (b)(4) to (b)(4) All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3559 EMAIL: kristin.fuller@whs.mil		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Kristin Fuller</i> (Signature of Contracting Officer)		16C. DATE SIGNED 06-Jan-2010

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

SUBCLIN 301302:

AJ: 9700100.2020 00000 6010 2591 S49447 DHAC03001 (CIN HQ014893030001001) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AJ has been added.

The CIN HQ014893030001001 has been added.

DELIVERIES AND PERFORMANCE

The following Delivery Schedule Item has been deleted from SUBCLIN 301301:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 27-MAY-2009 TO 31-OCT-2009	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

The following Delivery Schedule Item has been deleted from SUBCLIN 301302:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-NOV-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
FOB: Destination			

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 25
2. AMENDMENT/MODIFICATION NO. P00018	3. EFFECTIVE DATE 01-Apr-2010	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE	5. PROJECT NO. (If applicable)		
6. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CODE HC0034	7. ADMINISTERED BY (If other than item 6) WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		CODE	HC0034
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT ORDER NO. HC0034-06-F-1080
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
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).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF _____					
X D. OTHER (Specify type of modification and authority) IAW FAR 52.217-9 Option to Extend the Term of the Contract					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condren10561 The purposes of this modification are: 1) to exercise the fourth option period (Award Term Option Two) for this contract (CLINS 4001 through 4015); 2) to increase the total award amount by (b)(4) from (b)(4) to (b)(4); 3) to update the SCW (modifying section 6.1 and adding section 6.1.1) to include verbiage about telework and alternate work schedules; and 4) to update the contract, including the WAWF instructions, with the COR change of David Suiter to Victor Shirley. All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3559 EMAIL: kristin.fuller@whs.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Kristin Fuller</i> (Signature of Contracting Officer)		16C. DATE SIGNED 19-Feb-2010
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

SOW

Washington Headquarters Services
Administration and Program Support Directorate
Administrative and Professional Services

STATEMENT OF WORK

January 12, 2006

Revised: August 3, 2009

Revised: October 8, 2009

Revised: February 19, 2010

1. BACKGROUND

Washington Headquarters Services (WHS) provides a wide range of administrative and operational services that enable Department of Defense (DoD) components to accomplish our shared mission of supporting the Secretary of Defense. The WHS Administration and Program Support Directorate (APSD) was created in January 2004 to advise and assist the WHS programs, the FACA Advisory Committees and the DoD Boards, Commissions and Task Forces on administrative, human resources management, management reporting, financial management, facility management, security management, communications, and contingency matters. APSD manages the following special programs: Federal Advisory Committees (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; WHS Combined Federal Campaign; WHS Training Program; WHS Travel Program; WHS Manpower and Workforce Planning; WHS Management Reporting Program; and the WHS Information and Communications Office.

The Government recognizes that contractor employees and civil service employees have differing compensation systems and it is a goal of this contract to attract harmonious contractor employees that enjoy compensation and benefits similar to those of the Government staff.

2. PURPOSE

The Contractor shall provide all labor, supervision and quality control necessary to provide comprehensive administrative and professional services including but not limited to FACA and DoD Boards, Commissions and Task Forces program management; Security management; Continuity of Operations and Anti-terrorism/Force Protection Program management; Special Project management; Travel management; Manpower and Workforce Planning management; Managerial Reporting management; and Information and Communications management.

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD O-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

The Contractor shall staff efficient and cost effective support services utilizing 36 Contractor personnel listed herein:

3.1 Security Specialist Support Services: Requirement for Two (2) Security Specialist/Analysts to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.1.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.1.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.2 Facilities Specialist Support Services: Requirement for One (1) Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.2.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.2.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.3 Records Management Support Services: Requirement for One (1) Records Manager to provide advice, recommendations, and documentation in support of records management in accordance with Title 44 United States Code, Title 41 CFR, and DoD Directive 5015.2. The Contractor shall manage correspondence and records in accordance with Government regulations and make recommendations for improvement. Services shall include but are not limited to:

- 3.3.1 Record, file, archive, and dispose of correspondence and records in accordance with Government regulations.
- 3.3.2 Develop and maintain Records Management Operating Procedures, and Training Manuals. Perform records management training as required.
- 3.3.3 Conduct Records Management Inspections and Staff Assistance Visits to ensure compliance with Government regulations

Outputs: Records management related documents and presentations.

3.4 Communications Management Support Services: Requirement for Two (2) Communications Specialists and Two (2) Web Site and Graphics Specialist to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relations support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.

- 3.4.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.

3.4.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web sites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

3.5 Financial Analyst Support Services: Requirement for One (1) Financial Analyst to provide advice, recommendations, and documentation in support of financial programs management. The Contractor shall develop and manage organizational budgets and individual travel correspondence in accordance with Government regulations. Services shall include but are not limited to:

3.5.1 Develop accurate operating budgets, forecast, projections, and presentations. Requisition funding. Perform financial reconciliation of internal accounts. Create financial reports.

3.5.2 Administers travel program. Perform financial reconciliation of internal accounts. Develop Semi-Annual Premium-Class Travel Report.

Outputs: Financial related documents and presentations.

3.6 Management Analysis and Reporting Support Services: Requirement for One (1) Jr. Management Analyst, Two (2) Sr. Management Analysts and One (1) Management Analysts to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:

3.6.1 Conduct thorough research, data collection, informative presentations, and clear report writing.

3.6.2 Develop management reporting metrics, life cycle project cost and analyses.

3.6.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

3.7 Office Management and Special Project Support Services: Requirement for One (1) Office Manager to provide advice, recommendations, and documentation in support of office and special project management. The Contractor shall develop, implement and manage office administrative procedures, business functions, and special projects. Services shall include but are not limited to:

3.7.1 Develop manuals, standards operating procedures, forms and systems. Facilitate office supplies and equipment procurements.

3.7.2 Facilitate administrative systems software and automation, and trouble shoot problems. Manage special projects.

Outputs: Administrative and business related documents and presentations.

3.8 Senior Human Resources Analyst Support Services: Requirement for Four (4) Senior Human Resources Analyst to provide advice, recommendations, and documentation in support of human resources program management. The Contractor shall provide administration and program management services in the areas of recruitment and placement, training and development, quality of life, performance and awards, and executive resources. Services shall include but are not limited to:

3.8.1 Perform financial and manpower management, short and long-term strategic workforce planning and analysis, human capital planning, and statistical analysis.

3.8.2 Manage human resource databases and develop information papers, guidelines and policies.

3.8.3 Recommend and initiate strategies for process improvements.

Outputs: Human resource related information papers, policy documents and presentations.

3.9 Program Management Support Services: Requirement for One (1) Program Manager to provide advice, recommendations, and documentation in support of FACA Advisory Committees and the DoD Boards, Commissions and Task Forces. Services shall include but are not limited to:

- 3.9.1 Develops and oversees policies for FACA Advisory Committees and DoD Boards, Commissions and Task Forces.
- 3.9.2 Assist in the development of committee charters and analyzes reports to ensure compliance with statutes
- 3.9.3 Manage individual committee member committee appointment paperwork
- 3.9.4 Facilitates administrative procedures and implement policies for start-up and on going program requirements.

Outputs: Documents and presentations.

3.10 Administrative Support Services: Requirement for Two (2) Senior Administrative Assistant and Two (2) Part Time Seasonal (during High School and College Breaks) Junior Administrative Assistants to provide advice, recommendations, and documentation in support of various office functions. Provide administrative assistance including but not limited to:

- 3.10.1 Research and prepare graphic presentations.
- 3.10.2 Perform typing, proofreading, filing, and databases management
- 3.10.3 Compile data of operating unit programs, policies, and procedures.
- 3.10.4 Compose reports and correspondence containing decisions of designated manager
- 3.10.5 Assist in conference facility management and supply management.

Outputs: Documents and presentations.

3.11 Junior Security Specialist Support Services: Requirement for One (1) Junior Security Specialist to provide advice, recommendations, and documentation support to multiple offices in all areas of the security program management. The Contractor shall coordinate Information Security, Physical Security, Personnel Security, Operations Security, Communications Security, and Industrial Security. Improve the overall security programs. Services include but are not limited to:

- 3.11.1 Ensures compliance with departmental security policies, procedures and instructions designed to safeguard unclassified and classified information, facilities, equipment, and human resources. Train and brief in security awareness including customer initial and annual training sessions, classification, travel, courier, and communications responsibilities.
- 3.11.2 Develop and updates Security Operating Procedures and Training Manuals/Materials. Implement a security violation detection, prevention and reporting program.

Outputs: Security related documents and presentations.

3.12 Junior Facilities Specialist Support Services: Requirement for One (1) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:

- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

3.13 Communications Management Support Services: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.

- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

3.14 Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:

- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises. Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

3.15 Management Analysis and Reporting Support Services: Requirement for Two (2) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:

- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses. Develop manpower, internal management controls, and strategic planning programs. Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications) Prepare written reports from analytical projects, including sound recommendations for action Prepare and present briefings/training Lead small group meetings and prepare accurate meeting minutes Prepare plans and track process against plans through follow-up actions

Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

3.16 Administration Assistants: Requirement for Three (3) Junior Administration Assistants and Two (2) Sr. Administration Assistants to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply manage

3.17 Program Management Assistance: Requirement for One(1) Program Manager Assistant to provide advice, recommendations, and documentation in support of all management analysis and reporting.

4. PERFORMANCE MANAGEMENT

4.1 Performance Management Plan (PMP): The Contractor shall develop and maintain throughout the contract, a Performance Management Plan (PMP), that shall be used as a foundation for technical direction, resources management planning and as the method of assuring quality performance during this contract.

The PMP shall include, but not be limited to, the following information:

- Planned initiatives and key events
- Staffing Plan
- Contractor/Government Organizational relationships, including Subcontractors and problem escalation processes
- Subcontract Management Plan (if applicable)

The PMP shall be approved by the Contracting Officer (CO) and Contracting Officer Representative (COR) and there will be no deviation from the PMP, unless agreed to by the COR and CO. Where the Contractor identifies deviations from the plan, the Contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR and CO. It is the Contractor's responsibility to keep the PMP up-to-date.

Deliverable: The Performance Management Plan shall be submitted for approval to the CO and COR no later than 30 days after contract award.

4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:

- Status Report on all services
- Schedule for new activities
- Existing and potential problem areas and proposed resolution and timelines
- Recommendations for improvements

Deliverable: The Contractor shall submit the Monthly Status Reports no later than the 15th day of each month beginning no later than 30 days after contract award.

5. SECURITY

The Contractor is responsible for obtaining Contractor personnel security clearances. All Contractor personnel shall be U.S. citizens. The Contractor should promptly initiate the applicable clearance process, either Secret or Top Secret with Defense Industrial Security to ensure Contractor personnel obtain clearance in a timely manner. See the "Department of Defense Contractor Security Classification Specification" (DD Form 254) for security requirements and information.

The Contractor shall comply with all security policies and procedures that apply to DoD and WHS/ APSD. Security procedures shall be made available to the Contractor personnel.

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

6.1 Facilities, Supplies and Services - Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. **Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises or requested to telework on a ad hoc or reoccurring basis.** Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.

6.1.1 Operating Hours And Government Closures

The operating hours WHS consists of an eight-hour daily work schedule, which can begin not earlier than 6:30 AM and end not later than 6:30 PM, Monday through Friday. The generally operating hours are 8:30 AM through 5:00 PM. Alternate Work Schedule (AWS) consists of eight 9-hour workdays, one 8-hour workday and one day off per two week timeframe. If the contractor prefers to work an AWS, it must be approved by and coordinated with the COR.

6.2 Information and Documentation - The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

The Contractor may be required to travel under this contract. Travel outside the National Capital Region will primarily be within a 100-mile radius of Arlington, Virginia.

Contractor shall be reimbursed for the actual cost of travel conducted in the course of providing services in accordance with this Statement of Work. Allowable travel shall be approved by the COR in advance. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, the Joint Travel Regulation (JTR), and the Federal Travel Regulation (FTR). The Industrial Funding Fee does NOT apply to travel and per diem charges."

8. TRAINING and EDUCATION

The Contractor shall ensure that Contractor personnel are efficiently trained and educated to perform the services required by the Statement of Work. The Contractor shall maintain a Personnel Training and Education Plan that promotes Contractor personnel growth and advancement. The Government shall provide the Contractor with the appropriate training of government systems.

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.

9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.

9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

New Year's Day
Dr. Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday by U. S. Government Agencies. When the Government grants administrative leave or early dismissal to Government personnel, or is closed as a result of inclement weather, potentially hazardous conditions, or other special circumstances, Contractor personnel may be granted administrative leave or early dismissal.

10. ORGANIZATIONAL CONFLICT OF INTERST

10.1 The Contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. In the execution of certain contract tasks, it is anticipated that assigned Contractor personnel will require access to confidential or proprietary business, technical and financial information belonging to the Government or other companies. The information may include but is not limited to pre-decisional budget and acquisition sensitive information, preparation of specifications or work statements, and evaluation services. After receipt thereof, the Contractor and affected individuals shall treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing.

The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each personnel permitted access, whereby the personnel agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.

The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential, proprietary, pre-decisional budget information, or acquisition sensitive information, and setting forth the company or companies from which the Contractor received such information.

The Contractor agrees that upon request by the Contracting Officer it will execute a contracting officer approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by the Contracting Officer, contractor personnel shall also sign such an agreement.

10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.

10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
- (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
- (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

11.1 General

- 11.1.1 The term "personal conflict of interest" means that a Contractor personnel assigned to the contract has interests which (i) may diminish his/her capacity to give impartial, technically sound, objective assistance and advice in performing this contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.
- 11.1.2 A Contractor personnel shall not participate (i.e., recommend, influence, or decide) in any particular matters:
- (a) that will have a direct and predictable effect on the financial interests of that personnel, his/her spouse or minor child, or organization in which he/she serves as officer, director, trustee, general partner or personnel;
- (b) that will have a direct and predictable effect on the financial interests of or any person or organization with whom he/she is negotiating or has an arrangement concerning prospective employment
- (c) may otherwise cause a reasonable person to question his/her impartiality.
- 11.1.3 The Contractor shall obtain the financial disclosure agreement, similar in form/content of the Office Government Ethics Form 450, for each personnel assigned to the contract. The Contractor shall also obtain financial disclosure agreements for all Subcontractor personnel assigned to the contract.
- 11.1.4 If after award, the Contractor discovers a personnel's financial conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 11.1.5 In the event that the Contractor was aware of a personnel's financial conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an personnel's financial conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in

performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

Monthly invoices will be allowed and will be paid at the unit price amount. Invoices will be submitted to the COR for approval and certification prior to submitting to the corresponding DFAS office.

13.0 INVOICES:

13.1 Please submit invoices electronically to the COR.

13.2 The invoice document shall include as a minimum, the following information in order to ensure proper payment:

- a. Name and address of the contractor (legal and doing business as);
- b. Cage Code number;
- c. Invoice number and date;
- d. Contract number and/or Task Order number;
- e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
- f. Period of Performance covered by invoice;
- g. Name, title and phone number of person to be notified in case of defective invoices.
- h. Shipment number

14.0 CONTRACT POC:

Ms. Kristin S. Fuller
Contracting Officer
Washington Headquarters Services (WHS)
(b)(2),(b)(6)

The following have been deleted:

INVOICING INSTRUCTIONS

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

SUPPLIES OR SERVICES AND PRICES

CLIN 4001

The option status has changed from No Status to Option Exercised.

CLIN 4002

The option status has changed from No Status to Option Exercised.

CLIN 4003

The option status has changed from No Status to Option Exercised.

CLIN 4004

The option status has changed from No Status to Option Exercised.

CLIN 4005

The option status has changed from No Status to Option Exercised.

CLIN 4006

The option status has changed from No Status to Option Exercised.

CLIN 4007

The option status has changed from No Status to Option Exercised.

CLIN 4008

The option status has changed from No Status to Option Exercised.

CLIN 4009

The option status has changed from No Status to Option Exercised.

CLIN 4010

The option status has changed from No Status to Option Exercised.

CLIN 4011

The option status has changed from No Status to Option Exercised.

CLIN 4012

The option status has changed from No Status to Option Exercised.

CLIN 4013

The option status has changed from No Status to Option Exercised.

CLIN 4014

The option status has changed from No Status to Option Exercised.

CLIN 4015 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4015		12	Months	(b)(4)	(b)(4)
EXERCISED OPTION	Program Manager IV FFP Program Manager in accordance with the SOW				
NET AMT					(b)(4)
ACRN AK					(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 4001:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002 has been added.

CLIN 4002:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002B) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.
The CIN HQ014800280002B has been added.

CLIN 4003:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002C) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002C has been added.

CLIN 4004:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002D) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002D has been added.

CLIN 4005:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002E) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002E has been added.

CLIN 4006:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002F) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002F has been added.

CLIN 4007:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002G) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002G has been added.

CLIN 4008:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002H) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002H has been added.

CLIN 4009:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002I) was increased by (b)(4) from \$0.00 to (b)(4).
The contract ACRN AK has been added.
The CIN HQ014800280002I has been added.

CLIN 4010:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002J) was increased by

(b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.
The CIN HQ014800280002J has been added.

CLIN 4011:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002K) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.
The CIN HQ014800280002K has been added.

CLIN 4012:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002L) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.
The CIN HQ014800280002L has been added.

CLIN 4013:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002M) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.
The CIN HQ014800280002M has been added.

CLIN 4014:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002N) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.
The CIN HQ014800280002N has been added.

CLIN 4015:

Funding on CLIN 4015 is initiated as follows:

ACRN: AK

CIN: HQ01480028002O

Accng Data: 9700100.2020 00000 6010 2525 S49447 DHAC03006

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 4001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4008 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4009 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4010 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4011 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4012 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4013 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
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FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item for CLIN 4014 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148

FOB: Destination

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2010 TO 31-MAR-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148

FOB: Destination

The following Delivery Schedule item has been added to CLIN 4015:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 01-APR-2010 TO N/A
31-MAR-2011

WHS/APSD
SHIRLEY VICTOR
(b)(2),(b)(6)

HQ0148

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 4015:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following have been added by full text:

WHS A&PO WAWF INVOICING INSTRUCTIONS (Mar 2009)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at <https://wawf.eb.mil>, and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.

The contractor shall ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov/> and register to use WAWF at <https://wawf.eb.mil> within ten (10) days after award of the contract or modification incorporating WAWF into the contract. Step by step instructions to register are available at <http://wawf.eb.mil>.

The contractor is directed to select from the following invoice types:

2-n-1 - if invoicing for Services Only

Combo - if invoicing for Supplies Only

Combo - if invoicing for a combination of Supplies and Services

Cost Voucher - if invoicing for Cost Type/Reimbursable Contracts

****Cost Vouchers are only used when contracts/orders require invoices be sent to DCAA for approval.**

Grant and Cooperative Agreement Voucher – if requesting payment for a Grant or Cooperative Agreement

Back up documentation may be attached to the invoice in WAWF under the "Misc Info" tab.

Fill in all applicable information under each tab.

The following required information should automatically populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

Contract Number	GS-00F-0059M
Delivery Order	HQ0034-06-F-1080
Pay DoDAAC	HQ0338

Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extention	
Service Acceptor DODAAC/Extension <u>or</u> Ship to DODAAC/Extension <u>or</u> Service Approver DODAAC/Extension <u>or</u> Grant Approver DODAAC/Extension	HQ0148
DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a "Z" suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
- WAWF will affix the prefix "SER" for 2-in-1 invoices and prefix "BVN" for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. - 0001AA) or Informational SLIN (e.g. - 000101), otherwise use the 4 character CLIN (e.g. - 0001).
- Unit Price
- Unit of Measure
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.

Before closing out of an invoice session in WAWF but after submitting your 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 following email address (b)(2),(b)(6) in the first email address block and (b)(2),(b)(6) in the following blocks. This additional notification to the government is important to

ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
				J	1 3
2. AMENDMENT/MODIFICATION NO. P00019	3. EFFECTIVE DATE 31-Mar-2011	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)	
6. ISSUED BY WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CODE HC0034	7. ADMINISTERED BY (If other than item 6)		CODE	
		See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X	10A. MOD. OF CONTRACT ORDER NO. HC0034-06-F-1080
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006
CODE ONF98	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.					
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).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF IAW FAR 52.217-8 "Option to Extend Services"					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condren11829 The purpose of this modification is to: (1) utilize FAR 52.217-8 "Option to Extend Services" as the Government requires continued performance of the services within the limits and at the rates specified in this contract. (2) add CLIN 5001 and extend the Period of Performance (POP) by one (1) month, from April 1, 2011 to April 30, 2011. (3) increase the current contract from (b)(4) by (b)(4) to (b)(4) All other terms and conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DENNIS LUQUETTE / CONTRACTING OFFICER TEL: 703-696-4062 EMAIL: Dennis.Luquette@ons.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)			BY 		24-Mar-2011
				(Signature of Contracting Officer)	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$308,351.98 from \$14,586,766.16 to \$14,895,118.14.

SUPPLIES OR SERVICES AND PRICES

CLIN 5001 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5001	APSD Support Services FFP Extend services IAW FAR 52.217-8 "Option to Extend Services"	1	Each	(b)(4)	(b)(4)
NET AMT					(b)(4)
ACRN AL					(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4).

CLIN 5001:

Funding on CLIN 5001 is initiated as follows:

ACRN: AL

CIN: LMC0324201110010001


Acctng Data: 9710100.2020 00000 6010 251A S49447 DHAC12119

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 5001:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2011 TO 30-APR-2011	N/A	WHS/APSD SHIRLEY VICTOR (b)(2),(b)(6) 	HQ0148
		FOB: Destination	

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 5001:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1 3	
2. AMENDMENT/MODIFICATION NO. P00020	3. EFFECTIVE DATE 01-May-2011	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)		
6. ISSUED BY WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CODE HC0034	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X	10A. MOD. OF CONTRACT ORDER NO. HC0034-06-F-1080	
				X	10B. DATED (SEE ITEM 13) 28-Mar-2006	
CODE ONF98	FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Schedule						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT 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.						
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).						
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF IAW FAR 52.217-8 "Option to Extend Services"						
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible) Modification Control Number: condren11954 The purpose of this modification is to: (1) utilize FAR 52.217-8 "Option to Extend Services" as the Government requires continued performance of the services within the limits and at the rates specified in this contract; (2) extend the Period of Performance (POP) on CLIN 5001 by two (2) months, from May 1, 2011 to June 30, 2011; (3) increase the current contract from (b)(4) by (b)(4) to (b)(4) All other terms and conditions remain unchanged.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DENNIS LUQUETTE / CONTRACTING OFFICER TEL: 703-696-4062 EMAIL: Dennis.Luquette@ons.mil			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 		16C. DATE SIGNED 21-Apr-2011	
(Signature of person authorized to sign)		(Signature of Contracting Officer)				

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4)

The 'issued by' organization has changed from

WHS ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

ARLINGTON VA 22209

to

WHS - ACQUISITION DIRECTORATE

1155 DEFENSE PENTAGON

WASHINGTON DC 20301-1155

The 'administered by' organization has changed from

WHS ACQUISITION & PROCUREMENT OFFICE

(b)(2),(b)(6)

ARLINGTON VA 22209

to

WHS - ACQUISITION DIRECTORATE

1155 DEFENSE PENTAGON

WASHINGTON DC 20301-1155

SUPPLIES OR SERVICES AND PRICES

CLIN 5001

The pricing detail quantity has increased by 2.00 from 1.00 to 3.00

The unit price amount has decreased by (b)(4) from (b)(4) to (b)(4)

The total cost of this line item has increased by (b)(4) from (b)(4) to (b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by (b)(4) from (b)(4) to (b)(4)

CLIN 5001:

AL: 9710100 2020 00000 6010 251A S49447 DHAC12119 (CIN LMC0324201110010001) was increased by (b)(4) from (b)(4) to (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 5001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2011 TO 30-APR-2011	N/A	WHS/APSD SHIRLEY VICTOR (b)(2),(b)(6)	HQ0148
		FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2011 TO 30-JUN-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148
		FOB: Destination	

(End of Summary of Changes)