SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER
L9126880330003000

2. CONTRACT NO.
GS-OOF-0059M

3. AWARD/EFFECTIVE DATE
28-Mar-2006

4. ORDER NUMBER
HQ0034-06-F-1080

5. SOLICITATION NUMBER

6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL

8. NAME

9. TELEPHONE NUMBER (No Collect Calls)

10. THIS ACQUISITION IS
X UNRESTRICTED

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DFAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
RFQ

15. DELIVER TO

16. ADMINISTERED BY

17a. CONTRACTOR/OFFEROR
JARDON & HOWARD TECHNOLOGIES INC
15501 INGENUITY DR SUITE 300
ORLANDO, FL 32825-3008

18a. PAYMENT WILL BE MADE BY
DFAS COLUMBUS CENTER
DFAS-COSOUTH ENTITLEMENT OPERATIONS
P.O. BOX 162264
COLUMBUS, OH 43218-2264

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED

SEE SCHEDULE

SEE ITEM 9

19. ITEM NO.

20. SCHEDULE OF SUPPLIES/SERVICES

21. QUANTITY

22. UNIT

23. UNIT PRICE

24. AMOUNT

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES 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.

29a. SIGNATURE OF OFFEROR/CONTRACTOR

29b. NAME AND TITLE OF SIGNER

29c. DATE SIGNED

30a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME OF CONTRACTING OFFICER

30c. DATE SIGNED

STANDARD FORM 1449 (REV 4/2002)
Prepared by GSA
FAR (48 CFR) 53.212
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Schedule of Supplies/Services</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>See Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

34. Voucher Number

35. Amount verified correct for

36. Payment

37. Check Number

38. S/R Account Number

39. S/R Voucher Number

40. Paid By

41a. I certify this account is correct and proper for payment

41b. Signature and Title of Certifying Officer

41c. Date

42a. Received by (Print)

42b. Received at (Location)

42c. Date Rec'd (YY/MM/DD)

42d. Total Containers
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.

3. **STAFFING OBJECTIVES and OUTPUTS**
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 Develops 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 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) 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:


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.

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. Furthermore, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.

10.4 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.

10.5 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 (i) 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 (WHQS)
(b)(2),(b)(6)
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Labor FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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

---

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002</td>
<td>Labor FFP OPTION</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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

---

**INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

<table>
<thead>
<tr>
<th>CLIN</th>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
<tr>
<td>0002</td>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>
DELIVERY INFORMATION

<table>
<thead>
<tr>
<th>CLIN</th>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>POP 01-APR-2006 TO</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31-MAR-2007</td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>POP 01-APR-2007 TO</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31-MAR-2008</td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

ACCOUNTING AND APPROPRIATION DATA

AA: 976010002010025993494799.DHAC60101
AMOUNT(b)(4)
CIN H91268603200020000001(b)(4)

CLAUSES INCORPORATED BY REFERENCE

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.217-8</td>
<td>Option To Extend Services</td>
<td>NOV 1999</td>
</tr>
<tr>
<td>52.217-9</td>
<td>Option To Extend The Term Of The Contract</td>
<td>MAR 2000</td>
</tr>
<tr>
<td>52.237-3</td>
<td>Continuity Of Services</td>
<td>JAN 1991</td>
</tr>
<tr>
<td>252.201-7000</td>
<td>Contracting Officer's Representative</td>
<td>DEC 1991</td>
</tr>
</tbody>
</table>
**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

**2. AMENDMENT/MODIFICATION NO.**

P00001

**3. EFFECTIVE DATE**

31-May-2006

**4. REQUISITION/PURCHASE REQ. NO.**

H912080002000000

**5. PROJECT NO. (Applicable)**


SUMMARY OF CHANGES

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:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002</td>
<td>Junior Admin Asst</td>
<td>10</td>
<td>Months</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

ACRN AB

CLIN 0003 is added as follows:
### HQ0034-06-F-1080

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0003</td>
<td>BASE YR - OPT Junior Security Spec</td>
<td>12</td>
<td>Months</td>
<td><a href="4">b</a></td>
<td><a href="4">b</a></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NET AMT</strong></td>
<td></td>
<td></td>
<td></td>
<td><a href="4">b</a></td>
</tr>
</tbody>
</table>

CLIN 0004 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0004</td>
<td>BASE YR - OPT Junior Facilities Spec</td>
<td>12</td>
<td>Months</td>
<td><a href="4">b</a></td>
<td><a href="4">b</a></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NET AMT</strong></td>
<td></td>
<td></td>
<td></td>
<td><a href="4">b</a></td>
</tr>
</tbody>
</table>

CLIN 0005 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005</td>
<td>BASE YR - OPT Communications Mgmt Sppt</td>
<td>12</td>
<td>Months</td>
<td><a href="4">b</a></td>
<td><a href="4">b</a></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 relations support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NET AMT</strong></td>
<td></td>
<td></td>
<td></td>
<td><a href="4">b</a></td>
</tr>
</tbody>
</table>
CLIN 0006 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0006</td>
<td>BASE YR - OPT - COOP &amp; Antiterrorism FFP</td>
<td>12 Months</td>
<td></td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

CLIN 0007 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0007</td>
<td>BASE YR - OPT Mgmt Analysis &amp; Rpt Suppt FFP</td>
<td>12 Months</td>
<td></td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

CLIN 0008 is added as follows:
ITEM NO | SUPPLIES/SERVICES | QUANTITY | UNIT | UNIT PRICE | AMOUNT
--- | --- | --- | --- | --- | ---
0008 | BASE YR - TRAVEL | 1 | Lot | (b)(4) | (b)(4)

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 | Option Yr 1: Junior Admin Asst | 12 | Months | (b)(4) | (b)(4)

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:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003</td>
<td>Option Yr 1: Jr Security Suppt Svcs FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>NET AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

CLIN 1004 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1004</td>
<td>Option Yr 1: Jr Facilities Specialist Spt FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>NET AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

CLIN 1005 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005</td>
<td>Option Yr 1: Communications Mgmt Suppt FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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 relations support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.

<table>
<thead>
<tr>
<th>NET AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)(4)</td>
</tr>
</tbody>
</table>
CLIN 1006 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006</td>
<td></td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

CLIN 1007 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1007</td>
<td></td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

CLIN 1008 is added as follows:
The Contractor shall reimburse 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 the Industrial Funding Fee does not apply to travel and per diem charges.

**CLIN 2001 is added as follows:**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>Option Yr 2: Labor</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.

**CLIN 2002 is added as follows:**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>Option Yr 2: Junior Administration Asst</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.
CLIN 2003 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Option Yr 2: Junior Security Spec FFP</td>
<td>12 Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>Option Yr 2: Junior Facilities Spec FFP</td>
<td>12 Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
<td></td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>Option Yr 2: Communications Mgmt Suppt FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>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 relations support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NET AMT**

(b)(4)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>Option Yr 2: COOP &amp; Antiterrorism FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NET AMT**

(b)(4)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>CLIN 2007</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CLIN 2007 is added as follows:
### ITEM NO: 2007 OPTION

**SUPPLIES/SERVICES:** Option Yr 2: Mgmt Analysis & Rpt Suppt  
**QUANTITY:** 12 Months  
**UNIT PRICE:** (b)(4)  
**AMOUNT:** (b)(4)

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.

### CLIN 2008

**ITEM NO:** 2008 OPTION  
**SUPPLIES/SERVICES:** Option Yr 2: TRAVEL  
**QUANTITY:** 1 Lot  
**UNIT PRICE:** (b)(4)  
**AMOUNT:** (b)(4)

The Contractor shall reimburse 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.

### ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased to (b)(4) from (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)
The following Delivery Schedule item for CLIN 0001 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-JUN-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to CLIN 0005:
<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Ship to Address</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Ship to Address</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Ship to Address</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Ship to Address</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Ship to Address</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Ship to Address</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Ship to Address</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to CLIN 1005:
<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to CLIN 2004:
The following Delivery Schedule item has been added to CLIN 2005:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>Destination</td>
</tr>
</tbody>
</table>

INSPECTION AND ACCEPTANCE

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 0005:
<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 0006:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 0007:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 0008:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 1002:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 1003:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 1004:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 1005:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 1006:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 1007:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2001:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>
### Acceptance/Inspection Schedules

The following Acceptance/Inspection Schedule was added for CLIN 2002:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Government</th>
<th>Destination</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>INSPECT BY</td>
<td>ACCEPT AT</td>
<td>ACCEPT BY</td>
</tr>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2003:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Government</th>
<th>Destination</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>INSPECT BY</td>
<td>ACCEPT AT</td>
<td>ACCEPT BY</td>
</tr>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2004:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Government</th>
<th>Destination</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>INSPECT BY</td>
<td>ACCEPT AT</td>
<td>ACCEPT BY</td>
</tr>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2005:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Government</th>
<th>Destination</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>INSPECT BY</td>
<td>ACCEPT AT</td>
<td>ACCEPT BY</td>
</tr>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2006:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Government</th>
<th>Destination</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>INSPECT BY</td>
<td>ACCEPT AT</td>
<td>ACCEPT BY</td>
</tr>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2007:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Government</th>
<th>Destination</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>INSPECT BY</td>
<td>ACCEPT AT</td>
<td>ACCEPT BY</td>
</tr>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2008:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Government</th>
<th>Destination</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>INSPECT BY</td>
<td>ACCEPT AT</td>
<td>ACCEPT BY</td>
</tr>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following have been modified:

- **STATEMENT OF WORK**
- **January 12, 2006**

### 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 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.
3. STAFFING OBJECTIVES and OUTPUTS
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:


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/APS. 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 (WH5)

(End of Summary of Changes)
# Amendment of Solicitation/Modification of Contract

## 2. Amendment/Modification No.
- P00002

## 3. Effective Date
- 21-Jul-2006

## 4. Requestion/Purchase Req. No.
- HQ200034-06-F-1080

## 5. Projecting (Applicable)
- HQ0034

## 6. Issued By
- HQ0034

## 7. Administered By (Other than Items)
- HQ0034

## 8. Name and Address of Contractor (No., Street, City, State and Zip Code)
- JARDON & HOWARD TECHNOLOGIES INC
  - 13501 BURBERRY DR SUITE 300
  - ORLANDO FL 32824-1009

## 9A. Amendment of Solicitation No.
- X

## 9B. Dated (See Item 11)
- 21-Jul-2006

## 10A. Mod. of Contract Order No.
- HQ200034-06-F-1080

## 10B. Dated (See Item 13)
- 21-Jul-2006

## 11. This item only applies to Amendments of Solicitations

The above referenced solicitation is amended as set forth in Item 11. The time and date specified for receipt of offer is extended, or not extended.

- Offer must acknowledge receipt of this amendment prior to the time and date specified for the solicitation or 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.

## 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 43.103B.

- 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 is not 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:** payne061533

The purpose of this modification is to fill all Optional Positions.

---

**Exception to SF 30**

Approval by ORIM 11-84

---

**15A. Name and Title of Signer (Type or print)**

**16A. Name and Title of Contracting Officer (Type of print)**

**15B. Contractor/Offeror**

**16B. United States of America**

**15C. Date Signed**

**16C. Date Signed**

---

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA

FAR (48 CFR) 52.243
SUMMARY OF CHANGES

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-AUG-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item for CLIN 0004 has been changed from:
<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
<tr>
<td>To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELIVERY DATE</td>
<td>QUANTITY</td>
<td>SHIP TO ADDRESS</td>
<td>UIC</td>
</tr>
<tr>
<td>POP 01-AUG-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
<tr>
<td>To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELIVERY DATE</td>
<td>QUANTITY</td>
<td>SHIP TO ADDRESS</td>
<td>UIC</td>
</tr>
<tr>
<td>POP 01-AUG-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
<tr>
<td>To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELIVERY DATE</td>
<td>QUANTITY</td>
<td>SHIP TO ADDRESS</td>
<td>UIC</td>
</tr>
<tr>
<td>POP 01-AUG-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:
<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-AUG-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-AUG-2006 TO 31-MAR-2007</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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
3. **STAFFING OBJECTIVES and OUTPuts**

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
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 relations 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:


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 a 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

**AMENDMENT/MODIFICATION NO.** P00003  
**EFFECTIVE DATE** 11-Jan-2007  
**MODIFICATION/PURCHASE REQ. NO.** H00034  
**PROJECT NO.**  

### Issued By

1. **Code:** H00034  
2. **Facility Code:** ONF98  
3. **Name and Address of Contractor**  
   - **Name:** JORDON & HART TECHNOLOGIES INC  
   - **Address:** 13591 I-410 NORTH OR SUITE 328  
   - **City:** SAN ANTONIO  
   - **State:** TX  
   - **Zip Code:** 78232  

### Administered By

1. **Code:** H00034  
2. **Facility Code:** ONF98  
3. **Name and Address of Contracting Office**  
   - **Name:** DFARS PROCUREMENT OFFICE  
   - **Address:** 1155 DEFENSE PENTAGON  
   - **City:** WASHINGTON DC 20314  

### Accounting and Appropriation Data

- **Accounting and Appropriation Data (If required)**
- **A. Amendment of Solicitation No.**
- **B. Dated (See Item 11)**
- **C. MOD. Of Contract Order No.**
- **D. Dated (See Item 13)**

### This Item Only Applies to Amendments of Solicitations

- **This Item Only Applies to Amendments of Contract Orders**  
- **It modifies the Contract Order No. as described in Item 14**

### Description of Amendment/Modification

- **A. This Change Order is Issued Pursuant To:**
- **B. The Above Numbered Contract Order is Modified to Reflect the Administrative Changes**
- **C. This Supplemental Agreement is Entered Into Pursuant to Authority of:**
- **D. Other**

### Important

- **Contractor:** Yes or No  
- **No required to sign this document and return_____ copies to the issuing office.**

### Description of Amendment/Modification

- **Modification Control Number:** paynen07532
- **This modification is issued to incorporate DFARS 252.232-7003, Electronic Submission of Payment Requests and WAWF Invoicing Instructions.**

---

**EXCEPTION TO SF 30**  
**APPROVED BY OIRM 11-84**

---

**STANDARD FORM 30 (Rev. 10-83)**

**Prescribed by GSA**

**FAR (48 CFR) 53.243**
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

2. AMENDMENT/MODIFICATION NO. P00004
3. EFFECTIVE DATE 01-Apr-2007
4. REQUISITION/PURCHASE REQ. NO. H012880020000000
5. PROJECT NO. (If applicable)

6. ISSUED BY CODE HC0034

WH ACQUISITION & PROCUREMENT OFFICE
1155 DEFENSE PENTAGON
WASHINGTON DC 20331-1155

7. ADMINISTERED BY (Other than item 6) CODE HC0034

DOD ACQUISITION & PROCUREMENT OFFICE
ROSSLYN PLAZA NORTH, SUITE 1005
1155 DEFENSE PENTAGON
WASHINGTON DC 20331-1155

8. NAME AND ADDRESS OF CONTACTOR (No., Street, County, State and Zip Code)
JORDAN & HOWARD TECHNOLOGIES INC
13501 WINDMILL OR SUITE 330
ORLANDO FL 32829-3359

9. AMENDMENT OF SOLICITATION NO.

10A. MOD. OF CONTRACT/ORDER NO. HC0034-00-F-1080
10B. DATED (SEE ITEM 11) 28-Mar-2006

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is extended. ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer 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.
(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/PURCHASE ORDER NO. DOD DC0034-00-F-1080 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, due 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)
IAW FAR Part 52.217-9 Option to Extend Term of Contract

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible)
Modification Control Number: payne07657
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

Excep to provided herein, all terms and conditions of the document referenced as Item 9A or 10A are hereof unchanged, remain unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

Except as provided herein, all terms and conditions of the document referenced as Item 9A or 10A are hereof unchanged, remain unchanged and in full force and effect.
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 $0.00 to (b)(4)

CLIN 1001:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000000000) was increased by (b)(4) from $0.00 to (b)(4)
The contract ACRN AC has been added.
The CIN 000000000000000000000000000000000000 has been added.

CLIN 1002:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000000000) was increased by (b)(4) from $0.00 to (b)(4)
The contract ACRN AC has been added.
The CIN 000000000000000000000000000000000000 has been added.

CLIN 1003:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000000000) was increased by (b)(4) from $0.00 to (b)(4)
The contract ACRN AC has been added.
The CIN 000000000000000000000000000000000000 has been added.

CLIN 1004:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000000000) was increased by (b)(4) from $0.00 to (b)(4)
The contract ACRN AC has been added.
The CIN 000000000000000000000000000000000000 has been added.

CLIN 1005:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000000000) was increased by (b)(4) from $0.00 to (b)(4)
The contract ACRN AC has been added.
The CIN 000000000000000000000000000000000000 has been added.

CLIN 1006:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000000000) was increased by (b)(4) from $0.00 to (b)(6)
The contract ACRN AC has been added.
The CIN 000000000000000000000000000000 has been added.

CLIN 1007:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000) was increased by $(b)(4) from $0.00 to $(b)(4).

The contract ACRN AC has been added.

The CIN 000000000000000000000000000000 has been added.

CLIN 1008:

AC: 9770100.2020.6010.2599.S49447.DHAC70020 (CIN 000000000000000000000000000000) was increased by $(b)(4) from $0.00 to $(b)(4).

The contract ACRN AC has been added.

The CIN 000000000000000000000000000000 has been added.

DELIVERIES AND PERFORMANCE

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2007 TO 31-MAR-2008</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
### AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

<table>
<thead>
<tr>
<th>2. AMENDMENT/MODIFICATION NO.</th>
<th>3. EFFECTIVE DATE</th>
<th>4. REQUISITION/PURCHASE REQ. NO.</th>
<th>5. PROJECT/ORDER NO. (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00005</td>
<td>01-Mar-2007</td>
<td>H0208000202500000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WASHINGTON ACQUISITION &amp;</td>
<td>HCO034</td>
<td>JARON &amp; SIIMARD TECHNOLOGIES INC</td>
<td></td>
</tr>
<tr>
<td>PROCUREMENT OFFICE</td>
<td></td>
<td>13501 NGenuity or Suite 300</td>
<td></td>
</tr>
<tr>
<td>1155 DEFENSE PENTAGON</td>
<td></td>
<td>ORLANDO FL 32826-3009</td>
<td></td>
</tr>
</tbody>
</table>

### EXCEPTION TO SF 36

- **APPROVED BY OIRM 11-84**
- **STANDARD FORM 36 (Rev. 16-83)**
- Prescribed by GSA
- **FAR (48 CFR) 53.243**
SUMMARY OF CHANGES

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)
The purpose of this amendment is to exercise the option to extend services under this contract.
SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by [redacted] from [redacted] to [redacted].

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: 978010.2020 0000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by \((b)(4)\) from $0.00 to \((b)(4)\)

The contract ACRN AD has been added.
The CIN 000000000000000000000000000000 has been added.

CLIN 2002:

AD: 978010.2020 0000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by \((b)(4)\) from $0.00 to \((b)(4)\)

The contract ACRN AD has been added.
The CIN 000000000000000000000000000000 has been added.

CLIN 2003:

AD: 978010.2020 0000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by \((b)(4)\) from $0.00 to \((b)(4)\)

The contract ACRN AD has been added.
The CIN 000000000000000000000000000000 has been added.

CLIN 2004:

AD: 978010.2020 0000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by \((b)(4)\) from $0.00 to \((b)(4)\)

The contract ACRN AD has been added.
The CIN 000000000000000000000000000000 has been added.

CLIN 2005:

AD: 978010.2020 0000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by \((b)(4)\) from $0.00 to \((b)(4)\)

The contract ACRN AD has been added.
The CIN 000000000000000000000000000000 has been added.

CLIN 2006:

AD: 978010.2020 0000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by \((b)(4)\) from $0.00 to \((b)(4)\)

The contract ACRN AD has been added.
The CIN 000000000000000000000000000000 has been added.

CLIN 2007:

AD: 978010.2020 0000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by \((b)(4)\) from $0.00 to \((b)(4)\)

The contract ACRN AD has been added.
The CIN 000000000000000000000000000000 has been added.
CLIN 2008:

AD: 9780100.2020 00000 6010 2599 S49447 DHAC82014 (CIN 000000000000000000000000000000) was increased by (b)(4) from $0.00 to (b)(4).

The contract ACRN AD has been added.
The CIN 00000000000000000000000000000 has been added.

(End of Summary of Changes)
EXCEPTION TO SF 36  
APPROVED BY OIRM 11-84  
36-105-04  
STANDARD FORM 36 (Rev. 10-83)  
Prepared by GSA  
FAR (48 CFR) 53-243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT  

2. AMENDMENT/MODIFICATION NO.  
F-00034  

3. EFFECTIVE DATE  
01-May-2008  

4. REQUISITION/PURCHASE REQ. NO.  
H12038005000000  

5. PROJECT NO. (If applicable)  

6. ISSUED BY CODE  

7. ADMINISTERED BY (If other than item 6) CODE  

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, state and zip code)  
JARDON & HERSHARD TECHNOLOGIES INC  
13501 INDIANA OR SUITE 350  
ORLANDO, FL 32828-3309  

9A. AMENDMENT OF SOLICITATION NO.  

9B. DATED (SEE ITEM 11)  
28-Mar-2006  

9C. MOD. OF CONTRACT/ORDER NO.  
H-00034-06-F-1080  

10A. DATED (SEE ITEM 13)  

10B. DATED (SEE ITEM 13)  

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS  

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:  

D. OTHER (Specify type of modification and authority)  
Bilateral modification pursuant to mutual agreement of contract parties.  

E. IMPORTANT: Contractor  

X  
are required to sign this document and return  
1  
copies to the issuing office.  

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation, contract, subject, matter, where feasible)  
Modification Control Number: skodac08914  
The purpose of this modification is to add contract line item 2009 and correct invoicing instructions.  

EXCEPTION TO SF 36  
APPROVED BY OIRM 11-84  
36-105-04  
STANDARD FORM 36 (Rev. 10-83)  
Prepared by GSA  
FAR (48 CFR) 53-243
The following have been modified:

INVOICING INSTRUCTIONS
INVOICE INSTRUCTIONS (WHSS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, “Electronic Submission of Payment Request (March 2003)”, Washington Headquarters Services, Acquisition & Procurement Office (WHSS, 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 WHSS 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(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:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td></td>
<td>11</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

Option Yr 2: Junior Administration Asst
FEP
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

ACRN AD

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
DELIVERIES AND PERFORMANCE

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-MAY-2008 TO</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>31-MAR-2009</td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

INSPECTION AND ACCEPTANCE

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO.  P00008
3. EFFECTIVE DATE  14-May-2008
4. REQUISITION/PURCHASE REQ. NO.  SEE SCHEDULE
5. PROJECT NO. (If applicable)  

6. ISSUED BY  FACILITY CODE  HC0034
WAS ACQUISITION & PROCUREMENT OFFICE
1759 MOORE STREET
SUITE 1425
ROSSLYN VA 22209-1501

7. ADMINISTERED BY (Differing than item 6)  CODE  HC0034
DOE/ACQUISITION & PROCUREMENT OFFICE
ROSSLYN PLAZA NORTH, SUITE 1008
1759 DEFENSE PENTAGON
WASHINGTON DC 20301-1155

8. NAME AND ADDRESS OF CONTRACTOR  (No., Street, County, State and Zip Code)
JADRON JOHN HOWARD TECHNOLOGIES INC
1501 N EIGHTH STREET SUITE 300
ORLANDO FL 32803-3553

9A. AMENDMENT OF SOLICITATION NO. 50008
9B. DATED (See Item 11)  
10A. MOD. OF CONTRACT ORDER NO. 00034-06-F-1680
10B. DATED (See Item 13)  
25-Mar-2006

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above referenced solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is extended.
☐ The above referenced solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer 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 11, and submitting ___ copies of the amendment;
(b) By acknowledging receipt of this amendment on each copy of the offer submitted;
(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 11

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).

☐ 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 or __ [X] 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: 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 hereof been 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)
LISAM MAASS/CONTRACTING OFFICER
TEL: 703-588-1105  EMAIL: lisam.aass@nde.mil

15B. CONTRACTOR/OFFEROR  15C. DATE SIGNED  16B. UNITED STATES OF AMERICA  16C. DATE SIGNED

(Signature of person authorized to sign)  14-May-2008

STANDARD FORM 30 (Rev. 10-83) 30-105-04
Approved by OMB 11-84
FAR (48 CFR) 53.243

EXCEPTION TO SF 30

14-May-2008
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.ever.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 or email 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 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:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009AA</td>
<td>Option Yr 2: Junior Administration Asst FFP</td>
<td>11</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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

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

SUBCLIN 2009AB is added as follows:
## PURCHASE REQUEST NUMBER: HQ014880040001

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009AB</td>
<td>Option Yr 2: Junior Administration Asst FFP</td>
<td>10</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

Operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager, and assist in conference facility management and supply management.

### 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 0000000000000000000000000000000000000000) 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
- **Accting 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:** HQ0148800400012009AB
- **Accting Data:** 9780100.2020 00000 6010 2599 S49447 DHAC82014
- **Increase:** (b)(4)
DELIVERIES AND PERFORMANCE

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-MAY-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-JUN-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
The purpose of this modification is to increase the scope of work to add two Senior WA Asst. for a Jr. Management Analyst. Four additional Management Analysts are required to sign this document and return 1 copy to the issuing office.

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 descoping the Jr. Admin by four months and adding the Analyst II for four months. Also, to update the WAVE instructions with the new contact e-mail address. All other terms and conditions remain the same.

Exempt as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as last offended changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

---

THE above referenced solicitation is amended as set forth in Item 14. The time and date specified for receipt of offer is 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 3 copies of the amendment.

(b) By acknowledging receipt of this amendment on each copy of the offer submitted.

(c) By separate letter or telegraph which includes a reference to the solicitation and amendment number. 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 you desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter includes 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:

D. OTHER (Specify type of modification and authority) in accordance w/FAR 52.212-4(c) Changes.

E. IMPORTANT: Contractor must sign this document and return 1 copy to the issuing office.
SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

INVOICING INSTRUCTIONS
INVOICE INSTRUCTIONS (WH5, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WH5, 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.ccrgov 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 WH5 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 HQ0034
"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) from (b) to (b).

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) from (b) to (b).

CLIN 2010 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>SME (Senior Management Analyst)</td>
<td>4</td>
<td>Months</td>
<td>(b)</td>
<td>(b)</td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Senior Management Analyst in accordance with the SOW
PURCHASE REQUEST NUMBER: HQ014880040009508

ACRN AF

CLIN 2011 is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO 2011</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SME (Senior Management Analyst) FFP</td>
<td>Senior Management Analyst in accordance with the SOW. PURCHASE REQUEST NUMBER: HQ014880040009508</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

<p>| SUBCLIN 2011AA is added as follows: |</p>
<table>
<thead>
<tr>
<th>ITEM NO 2011AA</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Funding for CLIN 0002 FFP</td>
<td>PURCHASE REQUEST NUMBER: HQ014880040009508</td>
<td>4</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| ACRN AF |

<p>| SUBCLIN 2011AB is added as follows: |</p>
<table>
<thead>
<tr>
<th>ITEM NO 2011AB</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Funding for CLIN 0002 FFP</td>
<td>PURCHASE REQUEST NUMBER: HQ014880040009508</td>
<td>4</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

| ACRN AE |

| CLIN 2012 is added as follows: |
ITEM NO 2012 SUPPLIES/SERVICES QUANTITY QUANTITY UNIT UNIT PRICE AMOUNT

Analyst II (Junior Management Analyst) FFP Analyst II in accordance with the SOW.

PURCHASE REQUEST NUMBER: HQ01488004009508

ACRN AE

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 0010 2599 S49447 DHAC82014 (CIN HQ014880004000012009AB) 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
Acting 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
Acting 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)

DELIBERIES AND PERFORMANCE

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-JUN-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-JUN-2008 TO 09-DEC-2008</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>
The following Delivery Schedule item has been added to SUBCLIN 2011AA:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 10-DEC-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>WHS/APSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BRETT EATON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 10-DEC-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>WHS/APSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BRETT EATON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 10-DEC-2008 TO 31-MAR-2009</td>
<td>N/A</td>
<td>WHS/APSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BRETT EATON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

**INSPECTION AND ACCEPTANCE**

The following Acceptance/Inspection Schedule was added for CLIN 2010:
<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 2011:

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

The following Acceptance/Inspection Schedule was added for SUBCLIN 2011AA:

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

The following Acceptance/Inspection Schedule was added for SUBCLIN 2011AB:

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

The following Acceptance/Inspection Schedule was added for CLIN 2012:

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

(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO. P00010

2. EFFECTIVE DATE 01-Apr-2009

3. REQUISITION/PURCHASE REQ No. SEE SCHEDULE

4. CONTRACT CODE 

5. PROJECT CODE (Applicable) 

6. ISSUED BY: WHS ACQUISITION & PROCUREMENT OFFICE 1770 NORTH REEVES ST. SUITE 1208 ARLINGTON, VA 22209

7. ADMINISTERED BY: DONNA J. ACQUISITION & PROCUREMENT OFFICE 4510 PINELANDS DRIVE, SUITE 300 ALEXANDRIA, VA 22302

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) JARDIN LOWRY TECHNOLOGIES, INCORPORATED 3101 NE SCOTT ST ORLANDO, FL 32826

9. A. AMENDMENT OF SOLICITATION NO. 

10. B. DATED (SEE ITEM 11) 

11. MOD. OF CONTRACT ORDER NO. HCO034-06-F-1080


13. CODE OMISSIONS

14. FACILITY CODE 

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above number of solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is extended. ☐ The hour and date specified for receipt of offer is not extended.

Offer must acknowledge receipt of amendment prior to the hour and date specified for receipt of offer as amended by one of the following methods:

☐ By completing Item 15, and returning one copy of the amendment, so that the offeror acknowledges receipt of the amendment.

☒ By acknowledging receipt of the amendment on each copy of the offer submitted.

☐ By separate letter or telecopie which references the solicitation number and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. Any change in this amendment due to change in offer already submitted such change may be made by telephone or letter, provided each telephone call is confirmed in writing or each letter is acknowledged in writing by the offeror.

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, contract data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.105(b)

C. THIS SUPPLEMENTAL AGREEMENT ENTERED INTO PURSUANT TO AUTHORITY OF

☐ D. OTHER (Specify type of modification and authority)

AWARDFAR 52.212-4(c) Changes

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by OCE section headings including solicitation contract subject matter where feasible)

Modification Control Number: CONCA10729

The purpose of this modification is to add CLINS for two Award and Term Option Years (CLINS 3001 through 3012 and 4001 through 4012). The Award and Term Plan for the two Award and Term Option Years will also be added. Award and 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). This modification will change the COR from Frank Wilson to David Sitter as well as make the COR both inspector and acceptor for invoices and add the COR and the Contract Specialist's email addresses. All other terms and conditions remain unchanged.

Exception to SF 30: All terms and conditions of the amendment referenced in Item 10A or 10B, as hereof changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

15B. CONTRACTOR/OFFICER 

15C. DATE SIGNED

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

EXCEPTION TO SF 30

STANDARD FORM 30 (Rev. 16-03)

APPROVED BY CHERM (1-84)

36.4-50-04

STANDARD FORM 30 (Rev. 16-03)

Prescribed by GSA

FAR 48 CFR 52.212-4(c)
The following have been modified:

**INVOICING INSTRUCTIONS**

INVOICE INSTRUCTIONS (WHIS, A&PO Aug 2006)

In compliance with DFARS 252.232-7003, “Electronic Submission of Payment Request (March 2003)”, Washington Headquarters Services, Acquisition & Procurement Office (WHIS, 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.eerc.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/WH/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/WH/ACQUISITION & PROCUREMENT OFFICE (b)(2), (b)(6) Washington DC 20301-1155 to WHS ACQUISITION & PROCUREMENT OFFICE (b)(2), (b)(6) Arlington VA 22209.

---

**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:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>EXERCISED OPTION</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>Award Option Yr 1: Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACRN AE

CLIN 3002 is added as follows:
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.

ACRNS AE

CLIN 3003 is added as follows:

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.

ACRNS AE

CLIN 3004 is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3004</td>
<td>Jr Facilities Spec</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Award Option Yr 1: Jr Facilities Spec</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>NET AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

ACRN AE

CLIN 3005 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3005</td>
<td>Commun Mgmt Support</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 relations support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.

<table>
<thead>
<tr>
<th>NET AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

ACRN AE

CLIN 3006 is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3006</td>
<td>EXERCISED OPTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Award Option Yr 1: COOP &amp; Anti-terrorism FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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**

ACRN AE

---

CLIN 3007 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3007</td>
<td>EXERCISED OPTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Award Option Yr 1: Mgmt Analyst/Rpt Supp FFP</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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**

ACRN AE

---

CLIN 3008 is added as follows:
### ITEM NO 3008
**SUPPLIES/SERVICES**
Award Option Yr 1: 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 The Industrial Funding Fee does not apply to travel and per diem charges.

<table>
<thead>
<tr>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL</td>
<td>1</td>
<td>Lot</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

### CLIN 3009 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO 3009</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXERCISED OPTION</td>
<td>Jr Admin Asst</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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, compile reports and correspondence containing decisions of designated manager, and assist in conference facility management and supply management.

### NET AMT

<table>
<thead>
<tr>
<th></th>
<th>(b)(4)</th>
</tr>
</thead>
</table>

### ACRN AE

### ITEM NO 3010
**SUPPLIES/SERVICES**

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, compile reports and correspondence containing decisions of designated manager, and assist in conference facility management and supply management.

### NET AMT

<table>
<thead>
<tr>
<th></th>
<th>(b)(4)</th>
</tr>
</thead>
</table>

### ACRN AE

### CLIN 3010 is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3010</td>
<td>Award Option Yr 1: SME FFP</td>
<td>12 Months</td>
<td>(b)(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Management Analyst in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NET AMT</td>
<td>(b)(4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACRN AF**

**CLIN 3011 is added as follows:**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3011</td>
<td>Award Option 1: SME FFP</td>
<td>12 Months</td>
<td>(b)(4)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Management Analyst in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NET AMT</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBCLIN 3011AA is added as follows:**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3011AA</td>
<td>Partial funding for CLIN 3011 FFP</td>
<td>12</td>
<td>(b)(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Management Analyst in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NET AMT</td>
<td>(b)(4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACRN AF**

**SUBCLIN 3011AB is added as follows:**
ITEM NO 3011AB   EXERCISED OPTION  
SUPPLIES/SERVICES  QUANTITY  UNIT  UNIT PRICE  AMOUNT
Partial funding for CLIN 3011
FFP
Senior Management Analyst in accordance with the SOW

ACRN AG

CLIN 3012 is added as follows:
ITEM NO 3012   EXERCISED OPTION  
SUPPLIES/SERVICES  QUANTITY  UNIT  UNIT PRICE  AMOUNT
Award Option 1: Analyst II
FFP
Analyst II in accordance with the SOW

ACRN AF

CLIN 4001 is added as follows:
ITEM NO 4001  
SUPPLIES/SERVICES  QUANTITY  UNIT  UNIT PRICE  AMOUNT
Award Option Yr 2: Labor
FFP
The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.

CLIN 4002 is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4002</td>
<td></td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

NET AMT

(b)(4)

CLIN 4003 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4003</td>
<td></td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

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.

NET AMT

(b)(4)

CLIN 4004 is added as follows:
ITEM NO 4004
SUPPLIES/SERVICES Award Option Yr 2: Jr Facilities Spec
QUANTITY 12
UNIT Months
UNIT PRICE [b](4)
AMOUNT [b](4)
Net AMT [b](4)

CLIN 4005 is added as follows:

ITEM NO 4005
SUPPLIES/SERVICES Award Option Yr 2: Commun Mgmt Supp
QUANTITY 12
UNIT Months
UNIT PRICE [b](4)
AMOUNT [b](4)
Net AMT [b](4)

CLIN 4006 is added as follows:
CLIN 4007 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4007</td>
<td></td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

Award Option Yr 2: Mgmt Analyst/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)
The Contractor shall reimburse 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 The Industrial Funding Fee does not apply to travel and per diem charges.

CLIN 4009 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4009</td>
<td></td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td></td>
</tr>
</tbody>
</table>

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.

CLIN 4010 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td></td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td></td>
</tr>
</tbody>
</table>

Senior Management Analyst in accordance with the SOW
CLIN 4011 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO 4011</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Award Option Yr 2: SME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Management Analyst in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CLIN 4012 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO 4012</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Award Option Yr 2: Analyst II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Analyst II in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office:

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

CLIN 3001:
Funding on CLIN 3001 is initiated as follows:

ACRN: AE

CIN: 00000000000000000000000000

Acctng Data: 9790100.2020 0000 6010 2599 849447 DHAC92051

Increase: (b)(4)

Total: (b)(4)
CLIN 3002:
Funding on CLIN 3002 is initiated as follows:

ACRN: AE

CIN: 000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000
ACRN: AE
CIN: 0000000000000000000000000000000000
Accting 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: 0000000000000000000000000000000000
Accting 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: 0000000000000000000000000000000000
Accting 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: 0000000000000000000000000000000000
Accting 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: 0000000000000000000000000000000000
SUBCLIN 3011AA:
Funding on SUBCLIN 3011AA is initiated as follows:

ACRN: AF
CIN: 0000000000000000000000000000000000000000

Acctng Data: 9790100.2020 0000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)

SUBCLIN 3011AB:
Funding on SUBCLIN 3011AB is initiated as follows:

ACRN: AG
CIN: 0000000000000000000000000000000000000000

Acctng Data: 9790100.2020 0000 6010 2599 S49447 DSAC90077
Increase (b)(4)
Total (b)(4)

CLIN 3012:
Funding on CLIN 3012 is initiated as follows:

ACRN: AF
CIN: 0000000000000000000000000000000000000000

Acctng Data: 9790100.2020 0000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)

DELIVERIES AND PERFORMANCE

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following Delivery Schedule item has been added to CLIN 3002:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS</td>
<td>DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
</tbody>
</table>

| FOB: Destination |

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS</td>
<td>DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
</tbody>
</table>

| FOB: Destination |

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS</td>
<td>DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
</tbody>
</table>

| FOB: Destination |

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS</td>
<td>DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2), (b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2), (b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2), (b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to CLIN 3009:
<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO</td>
<td>N/A</td>
<td>WHIS/APSD DAVID SUITER</td>
</tr>
<tr>
<td>31-MAR-2010</td>
<td></td>
<td>WHIS ADMIN AND PROGRAM SUPPORT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO</td>
<td>N/A</td>
<td>WHIS/APSD DAVID SUITER</td>
</tr>
<tr>
<td>31-MAR-2010</td>
<td></td>
<td>WHIS ADMIN AND PROGRAM SUPPORT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO</td>
<td>N/A</td>
<td>WHIS/APSD DAVID SUITER</td>
</tr>
<tr>
<td>31-MAR-2010</td>
<td></td>
<td>WHIS ADMIN AND PROGRAM SUPPORT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO</td>
<td>N/A</td>
<td>WHIS/APSD DAVID SUITER</td>
</tr>
<tr>
<td>31-MAR-2010</td>
<td></td>
<td>WHIS ADMIN AND PROGRAM SUPPORT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to SUBCLIN 3011AB:
<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS/D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS/D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APS/D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APS/D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>
The following Delivery Schedule item has been added to CLIN 4003:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WHS/APSQD</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>DAVID SUITER WIES ADMIN AND PROGRAM SUPPORT DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WHS/APSQD</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>DAVID SUITER WIES ADMIN AND PROGRAM SUPPORT DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WHS/APSQD</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>DAVID SUITER WIES ADMIN AND PROGRAM SUPPORT DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WHS/APSQD</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>DAVID SUITER WIES ADMIN AND PROGRAM SUPPORT DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>
The following Delivery Schedule item has been added to CLIN 4007:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WIS/APSD DAVID SUITER</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>WIS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR <a href="2">b</a>,(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WIS/APSD DAVID SUITER</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>WIS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR <a href="2">b</a>,(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WIS/APSD DAVID SUITER</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>WIS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR <a href="2">b</a>,(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WIS/APSD DAVID SUITER</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2011</td>
<td></td>
<td>WIS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR <a href="2">b</a>,(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>
The following Delivery Schedule item has been added to CLIN 4011:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WUIS/APS D DAVID SUITER WUIS ADMIN AND PROGRAM SUPPORT DIR</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

FOB: Destination

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WUIS/APS D DAVID SUITER WUIS ADMIN AND PROGRAM SUPPORT DIR</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

FOB: Destination

INSPECTION AND ACCEPTANCE

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>
The following Acceptance/Inspection Schedule was added for CLIN 3006:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 3007:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 3008:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 3009:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 3010:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 3011:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for SUBCLIN 3011AA:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for SUBCLIN 3011AB:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 3012:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4001:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4002:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECT AT</td>
<td>ACCEPT AT</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The following Acceptance/Inspection Schedule was added for CLIN 4003:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4004:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4005:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4006:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4007:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4008:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4009:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4010:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4011:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4012:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
### AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

<table>
<thead>
<tr>
<th>2. AMENDMENT/MODIFICATION NO.</th>
<th>3. EFFECTIVE DATE</th>
<th>4. REQUISITION/PURCHASE REQ. NO.</th>
<th>5. PROJECT NO. (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00011</td>
<td>24-Mar-2009</td>
<td>SEE SCHEDULE</td>
<td></td>
</tr>
</tbody>
</table>

#### 6. ISSUED BY

**VA ACQUISITION & PROCUREMENT OFFICE**

177 SOUTH PONT ST

SUITE 109B

ARLINGTON, VA 22209

#### 7. ADMINISTERED BY

**HDO034**

### See Item 6

#### 8. NAME AND ADDRESS OF CONTRACTOR

**JORDAN & associates TECHNOLOGIES, INCORPORATED**

13501 WEXLEY OR STE 300

ORLANDO, FL 32820-3009

#### 9. CODE

**ONF98**

**FACILITY CODE**

### 10. AMENDMENT OF SOLICITATION NO.

**A. MOD. OF CONTRACT ORDER NO.**

- **HC0034-06-F-1680**

**DATED (SEE ITEM 11)**

- **28-Mar-2006**

#### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- □ The above referenced solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is extended, □ 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;
- (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. 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. 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**

- **D. OTHER** (Specify type of modification and authority)

#### 14. IMPORTANT: Contractor □ or ✔ not. □ is required to sign this document and return copies to the issuing office.

#### 15. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation contract subject matter where feasible.)

- **Modification Control Number:** condren09841

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, to the extent changed, remain unchanged and in full force and effect.

#### 15A. NAME AND TITLE OF SIGNER (Type or print)

**In A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)**

**EDWARD CHEWALER / CONTRACTING OFFICER**

**TEL: (703) 306-0606**

**EMAIL: ed.chewaler@ums.mil**

#### 15C. DATE SIGNED

**BY**

**[Signature of Contracting Officer]**

**30-Mar-2009**

**STANDARD FORM 30 (Rev. 16-83)**

**APPROVED BY ORBM 11-84**

**30-105-04**

**36-105-04**

Prescribed by OSA

FAR (48 CFR) 53.243
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 has been added.
The total cost of this line item has increased from UNDEFINED to

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 from 80.00 to 0.00.
The total cost of this line item has decreased from 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 from 80.00 to 0.00.
The total cost of this line item has decreased from to UNDEFINED.

SUBCLIN 300101 is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300101</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT $0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACRN AG</td>
<td></td>
<td></td>
<td></td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

**SUBCLIN 300201** is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300201</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT $0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACRN AG</td>
<td></td>
<td></td>
<td></td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

**SUBCLIN 300301** is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300301</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT $0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACRN AG</td>
<td></td>
<td></td>
<td></td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

**SUBCLIN 300401** is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300401</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

ACRN AG

SUBCLIN 300501 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300501</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

ACRN AG

SUBCLIN 300601 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300601</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

ACRN AG

SUBCLIN 300701 is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300701</td>
<td>Connect LOA</td>
<td>30070</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACRN AG**

**SUBCLIN 300801** is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300801</td>
<td>Connect LOA</td>
<td>30080</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACRN AG**

**SUBCLIN 300901** is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>300901</td>
<td>Connect LOA</td>
<td>30090</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACRN AG**

**SUBCLIN 301001** is added as follows:
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301001</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT $0.00</td>
</tr>
<tr>
<td>301101</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT $0.00</td>
</tr>
</tbody>
</table>

ACRN AG

**SUBCLIN 301101** is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301101</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT $0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

ACRN AG

**SUBCLIN 301102** is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301102</td>
<td>Correct LOA FFP</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NET AMT $0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

ACRN AG

**ACCOUNTING AND APPROPRIATION**

Summary for the Payment Office
CLIN 3001:

AE: 9790100.2020.0000.0010.2599 S49447 DHAC92051 (CIN 0000000000000000000000000000000) 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
Accntg Data: 9790100.2020.0000.0010.2599 S49447 DHAC92051

Increase: (b)(4)
Total: (b)(4)

CLIN 3002:

AE: 9790100.2020.0000.0010.2599 S49447 DHAC92051 (CIN 0000000000000000000000000000000) 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
Accntg Data: 9790100.2020.0000.0010.2599 S49447 DHAC92051

Increase: (b)(4)
Total: (b)(4)

CLIN 3003:

AE: 9790100.2020.0000.0010.2599 S49447 DHAC92051 (CIN 0000000000000000000000000000000) 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
Accntg Data: 9790100.2020.0000.0010.2599 S49447 DHAC92051

Increase: (b)(4)
Total: (b)(4)
CLIN 3004:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000) 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 000000000000000000000000000000) 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 000000000000000000000000000000) 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 00000000000000000000000000000000000000)
was decreased by $[x,y]$ from $[x,y]$ to $0.00$

SUBCLIN 300701:
Funding on SUBCLIN 300701 is initiated as follows:

ACRN: AG
CIN: HQ148833800001300701
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$ 
Total: $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$

CLIN 3008:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000000000)
was decreased by $[x,y]$ from $[x,y]$ to $0.00$

SUBCLIN 300801:
Funding on SUBCLIN 300801 is initiated as follows:

ACRN: AG
CIN: HQ148833800001300801
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$ 
Total: $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$

CLIN 3009:

AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 00000000000000000000000000000000000000)
was decreased by $[x,y]$ from $[x,y]$ to $0.00$

SUBCLIN 300901:
Funding on SUBCLIN 300901 is initiated as follows:

ACRN: AG
CIN: HQ148833800001300901
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$ 
Total: $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$ $[x,y]$

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: HQ14883800001301001
Accting 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
Accting 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: HQ14883800001301102
Accting Data: 9790100 2020 00000 6010 2591 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)

SUBCLIN 301103: Funding on SUBCLIN 301103 is initiated as follows:

ACRN: AF
CIN: HQ014883400011000301102
Accting Data: 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:
<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WII S ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WII S ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WII S ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>
The following Delivery Schedule item for CLIN 3003 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR <a href="2">b</a>,<a href="6">b</a></td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

FOB: Destination

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR <a href="2">b</a>,<a href="6">b</a></td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

FOB: Destination

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR <a href="2">b</a>,<a href="6">b</a></td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

FOB: Destination

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS D DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR <a href="2">b</a>,<a href="6">b</a></td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS/WH/ADM/PRGS</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS/ADM/PRGS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="2">b</a>,<a href="6">b</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS/WH/ADM/PRGS</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS/ADM/PRGS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="2">b</a>,<a href="6">b</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS/WH/ADM/PRGS</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS/ADM/PRGS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="2">b</a>,<a href="6">b</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS/WH/ADM/PRGS</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS/ADM/PRGS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="2">b</a>,<a href="6">b</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>
The following Delivery Schedule item for CLIN 3008 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS D DAVID SUITER WIS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS D DAVID SUITER WIS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS D DAVID SUITER WIS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIS/APS D DAVID SUITER WIS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>
The following Delivery Schedule item for CLIN 3010 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO</td>
<td>N/A</td>
<td>WHS/APS D</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2010</td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR (b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2009 TO</td>
<td>N/A</td>
<td>WHS/APS D</td>
<td>HQ0148</td>
</tr>
<tr>
<td>31-MAR-2010</td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR (b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO.  F00012
3. EFFECTIVE DATE  27-May-2009
4. REQUISITION/PURCHASE REQ. NO.  SEE SCHEDULE
5. PROJECT NO (Applicable)

6. ISSUED BY NAME  WAS ACQUISITION & PROCUREMENT OFFICE
7. CODE  HC0034
8. ADMINISTERED BY  (Other than Item 6)

See Item 6

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)
JARDON & HOWARD TECHNOLOGIES INC
12501 INNOVITY DR SUITE 320
ORLANDO, FL 32828

CODE  QNF98

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is extended. ☐ is not extended.
☐ Page 1 of 3

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/OFFERS
IT MODIFIES THE CONTRACT/OFFER NO. AS DESCRIBED IN ITEM 14

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THIS CHANGE IS 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:

D. OTHER (Specify type of modification and authority)
IAFWAR 52.212-4(c) "Changes"
E. IMPORTANT: Contractor ☐ is not, ☒ 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: condren091086

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 $3,000 to $8,000, an increase of $5,000.

All other terms and conditions remain unchanged.

15A. NAME AND TITLE OF SIGNER (Type or print)
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR  LSC. DATE SIGNED  16B. UNITED STATES OF AMERICA  16C. DATE SIGNED

(Signature of person authorized to sign)  (Signature of Contracting Officer)

EXCEPTION TO SF 30  30-105-04
APPROVED BY OIRM 11-84

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243
**SUMMARY OF CHANGES**

**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:

<table>
<thead>
<tr>
<th>ITEM NO 3013 EXERCISED OPTION</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLIN 3013</td>
<td>Assistant Program Manager IV FFP Program Manager in accordance with the SOW</td>
<td>5 Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET AMT</th>
<th>(b)(4)</th>
</tr>
</thead>
</table>

**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).

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

ACRN: AH
CIN: HQ01483380000003
Acting Data: 9790100 2020 00000 6010 2591 849447 DHAC92051
Increase (b)(4)
Total (b)(4)

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 27-MAY-2009 TO 31-OCT-2009</td>
<td>N/A</td>
<td>WHS/APS, DAVID SUTHER</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
### AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

**1. AMENDMENT/MODIFICATION NO.** P00013

**2. EFFECTIVE DATE** 08-Jun-2009

**3. REQUISITION/PURCHASE REQ. NO.** SEE SCHEDULE

**4. CONTRACTED CODE** H00034

**5. ADMINISTERED BY** (Refer to above)

---

**8. NAME AND ADDRESS OF CONTRACTOR**

JARDIN HOWARD TECHNOLOGIES INCORPORATED

3901 NEAGHLEY DR 300

ORLANDO, FL 32835-3230

**9A. AMENDMENT OF SOLICITATION NO.**

**9B. DATED (SEE ITEM 11)**

**10A. MOD. OF CONTRACT ORDER NO.** H200034-06-P-1060

**10B. DATED (SEE ITEM 13)** 28-Mar-2006

---

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended. [ ] by not extending.

Offer must acknowledge receipt of amendment prior to the hour and date specified for the solicitation to be amended by one of the following methods:

(1) By completing Item 4 and 5 and returning a copy of the amendment, or

(2) By acknowledging receipt of the amendment on each copy of the offer submitted.

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.

---

**12. ACCOUNTING AND APPROPRIATION DATA**

**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 41.163(B).

**C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF**

---

**14. DESCRIPTION OF AMENDMENT/MODIFICATION**

(organized by DOD section headings, including solicitation contract subject matter where feasible)

Modification Control Number: contract061115

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 [ ] $ to $ (b)(4) an increase of (b)(4)

All other terms and conditions remain unchanged.

---

**15A. NAME AND TITLE OF SIGNER**

Kristin Fuiler / Contracting Officer

**16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)**

**15B. CONTRACTOR/OFFICER**

**16B. UNITED STATES OF AMERICA**

**15C. DATE SIGNED**

**16C. DATE SIGNED** 03-Jun-2009

---

*STANDARD FORM 30 (Rev. 1/08-3)*

Approved by ORM 1-84

30-105-04

Prescribed by: GSA

FAR 48 CFR 53.2-43
SUMMARY OF CHANGES

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:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3014</td>
<td>Administrative Assistant IV</td>
<td>10</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Admin Assistants in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACRN AG

CLIN 4013 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4013</td>
<td>Administrative Assistant IV</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Admin Assistants in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).
CLIN 3014:
Funding on CLIN 3014 is initiated as follows:

ACRN: AG
CIN: HQ014883380000004
Accting 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:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 08-JUN-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WIIS/APSD DAVID SUITER WIIS ADMIN AND PROGRAM SUPPORT DIR</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

FOB: Destination

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

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WIIS/APSD DAVID SUITER WIIS ADMIN AND PROGRAM SUPPORT DIR</td>
<td>HQ0148</td>
</tr>
</tbody>
</table>

INSPECTION AND ACCEPTANCE

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Government</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 3014:
<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO. P00014

2. EFFECTIVE DATE 03-Aug-2009

3. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE

4. ISSUED BY CODE HCO034

5. ADMINISTERED BY (Military installation) CODE

WHY ACQUISITION & PROCUREMENT OFFICE 1770 NORTH HEATH ST. SUITE 1900 ARLINGTON VA 22209

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, Zip Code)

9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)


11. CODE ONE38 FACILITY CODE

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 data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 16.128B.

C. THIS SUPPLEMENTAL AGREEMENT ENTERED INTO PURSUANT TO AUTHORITY OF.

D. OTHER (Specify type of modification and authority) [AW-FAR 52.212-4(c) "Changes"

14. IMPORTANT Contractor is not required to sign this document and return 1 copy to the issuing office.

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

Modifications Control Number: cond091275

The purpose of this modification is to update the SCW with recent changes including adding/deleting/modify 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 Items 10A or 10B are hereby declared to be unaltered and in full force and effect.

16A. NAME AND TITLE OF SIGNING OFFICER (Type or print) Kristine Fuller/Contracting Officer

16B. UNITED STATES OF AMERICA 29-Jul-2009

16C. DATE SIGNED (Signature of Contracting Officer)

EXCEPTION TO SF 30

APPROVED BY OIRM 11-81 30-105-04

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA

FAR 48 CFR 53.2-43
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.

3. **STAFFING OBJECTIVES and OUTPUTS**

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.
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, website 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:


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/APS D. 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 (i) 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 (WH)S
(b)(2),(b)(6)

SEC 449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by [ ] from [ ] to [ ].

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.

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.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office:

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

CLIN 3015:
Funding on CLIN 3015 is initiated as follows:

ACRN: AG

CIN: HQ014883380000004

Accounting Data: 9790100 2020 00000 6010 2591 849447 DHAC92051

Increase: (b)(4)

Total: (b)(4)
DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 3015:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 03-AUG-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WILS/APS D</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WILS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to CLIN 4014:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WILS/APS D</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WILS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 3015:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for CLIN 4014:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following have been deleted:

SOW

(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. P00015

3. EFFECTIVE DATE 09-Nov-2009

4. REQUISITION/PURCHASE REQ. NO. 

5. PROJECT NO. (if applicable) 

6. ISSUED BY CODE FDC0034

7. ADMINISTERED BY (if other than item 3) CODE FDC0034

8. NAME AND ADDRESS OF CONTRACTOR

JARDON HIGHWATER TECHNOLOGIES, INCORPORATED
2740 DISCOVERY DRIVE SUITE 102
ORLANDO, FL 32826-3339

9. AMENDMENT OF SOLICITATION NO. 

9A. AMENDMENT OF SOLICITATION NO. /NO.

9B. DATED (SEE ITEM 11)

9C. MOD. OF CONTRACT/ORDER NO.

10A. MOD. OF CONTRACT/ORDER NO. 00034-06-F-1660

10B. DATED (SEE ITEM 13)

10C. MOD. OF CONTRACT/ORDER NO. 00034-06-F-1660

10D. DATED 28-Mar-2006

11. CODE ONF98 FACILITY CODE 

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 data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

C. THIS SUPPLEMENTAL AMENDMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority) (AWAR 52.212-4(c) "Changes")

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

Modification Control Number: condri1028

The purpose of this modification is to swap out two (2) positions in the SOV.

The SOV 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.

15A. NAME AND TITLE OF SIGNER (Type or print) 

15B. CONTRACTOR/OFFEROR 

15C. DATE SIGNED 

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) 

16B. UNITED STATES OF AMERICA 

16C. DATE SIGNED
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.

3. STAFFING OBJECTIVES and OUTPUTS
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 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 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:


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:

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

14.0 CONTRACT POC:

Ms. Kristin S. Fuller  
Contracting Officer  
Washington Headquarters Services (WHQ)  
(b)(2), (b)(6)

(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO.: P00015
3. EFFECTIVE DATE: 01-Nov-2009
4. REQUISITION/PURCHASE REQ. NO.: SEE SCHEDULE
5. CONTRACTED CODE: J
6. PAGE OF PAGES: 1

A. AMENDMENT/MODIFICATION NO.: P00015
C. MOD. OF CONTRACT ORDER NO.: H00034-06-F-1080

8. NAME AND ADDRESS OF CONTRACTOR: (No., Street, County, State and Zip Code)
   JARDON & HOWARD TECHNOLOGIES, INCORPORATED
   2740 DISCOVERY DR STE 300
   ORLANDO, FL 32809

9. AMENDING OR MUNICIPAL OFFICIAL (if applicable)
   LOIS FULLER / CONTRACTING OFFICER
   TEL: (703) 600-8939
   EMAIL: lois.fuller@dla.mil

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
   [ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is extended.
   [ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is not extended.

   Offer must acknowledge receipt of amendment prior to the hour and date specified in the solicitation to be amended by one of the following methods:
   (a) By completing Items 11 and 12, and retaining a copy of the amendment, or by acknowledging receipt of the amendment on each copy of the offer submitted.
   (b) By separate letter or telegram which refers to the solicitation and amendment number.
   (a) Failure of Offeree to acknowledge receipt of the amendment by the hours and date specified may result in rejection of your offer.

   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 43.163(B)
      [ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
      [ ] D. OTHER (Specify type of modification and authority)
      [ ] LAW/FAR 43.103(a) "Bilateral Modification Agreement"

   E. IMPORTANT: Contractor is required to sign this document and return 1 copy to the issuing office.

   14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by OCC section headings, including solicitation number as subject matter where feasible)
      Modification Control Number: contract1083
      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) independent subCLINs (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]]
      All other terms and conditions remain unchanged.

   Except as provided herein, all terms and conditions of the document referenced in Item 10A or 10A, as herein changed, remain unchanged in full force and effect.

   15. NAME AND TITLE OF SIGNER (Type or print)
      Kristin Fuller / Contracting Officer
      (Signature)

   16. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
      (Signature)

   17. CONTRACTOR/OFFICER
      15C. DATE SIGNED: 30-Oct-2009
      16B. UNITED STATES OF AMERICA
SUMMARY OF CHANGES

The total cost of this contract was increased by [ masked text ] from [ masked text ] to [ masked text ].

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 [ masked text ] from [ masked text ] to [ masked text ].

SUBCLIN 301301 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Provide LOA
FFP

ACRN AH

SUBCLIN 301302 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301302</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Provide LOA
FFP

ACCOUNTING AND APPROPRIATION
Summary for the Payment Office

CLIN 3013:

Ah: 9790100 2020 00000 0010 2591 S49447 DHAC92051 (CIN HQ01488338000003) was decreased by
(b)(4) from (b)(4) to $0.00

SUBCLIN 301301:
Funding on SUBCLIN 301301 is initiated as follows:

ACRN: AH
CIN: HQ01488338000003
Acctng Data: 9790100 2020 00000 0010 2591 S49447 DHAC92051
Increase: (b)(4)
Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 3013 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 27-MAY-2009 TO 31-OCT-2009</td>
<td>N/A</td>
<td>WHS/PSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 27-MAY-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/PSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to SUBCLIN 301301:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following Delivery Schedule item has been added to SUBCLIN 301302:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-NOV-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT DIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for SUBCLIN 301301:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following Acceptance/Inspection Schedule was added for SUBCLIN 301302:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

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**

**AMENDMENT/MODIFICATION NO.:** R00017  
**EFFECTIVE DATE:** 23-Dec-2009  
**REQUISITION/PURCHASE REQ. NO.:**  
**ADMINISTERED BY:** WASHACQ  
**ADDRESS:** 19500 Defender Avenue  
**SUITE:** Suite 1000  
**CO-LOCATED:** CHANTILLY  
**DECisible BY CODE:**  
**MODIFICATION NO.:** MOD-OF-CONTRACT ORDER NO: R00034-06-F-1080  
**DATE:** 28-Mar-2006  

**NAME AND ADDRESS OF CONTRACTOR:**  
**CodE:** ONE88  
**FACILITY CODE:**  

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS:**  
The above number of solicitations is amended as set forth in Item 14. The hour and date specified for receipt of offer is not, extended.  
Offered acknowledge receipt of amendments prior to the hour and date specified in the solicitation as amended by one of the following methods:  
- By completing Item 10 and 11, and returning a copy of the amendment, to By acknowledging receipt of the amendment on each copy of the offer submitted.  
- By separate letter or telegram which includes reference to the solicitation and amendment number.  
- By telephone call to the Contracting Office or by telecopier to the Contracting Office.  
- The solicitation and amendment number is to be included in any reference to the solicitation and amendment number.  

**ACCOUNTING AND APPROPRIATION DATA:**  
See Schedule  

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS IT MODIFIES THE CONTRACT ORDER NO. AS DESCRIBED IN ITEM 14:**  
A. THE CHANGE ORDER IS ISSUED PURSUANT TO:  
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 43.163(B).  
C. OTHER (Specify type of modification and authority)  

**14. DESCRIPTION OF AMENDMENT/MODIFICATION:**  
Modification Control Number: Contract 10263  
The purpose of this modification is to:  
1. Provide a line of accounting (LOA) for Informational SpecifiC:  
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.  

**15A. NAME AND TITLE OF SIGNER:**  
**16A. NAME AND TITLE OF CONTRACTING OFFICER:**  
**15B. CONTRACTOR/OFFICER:**  
**16B. UNITED STATES OF AMERICA:**  
**15C. DATE SIGNED:**  
**16C. DATE SIGNED:**  

**EXCEPTION TO SF 30**  
**APPROVED BY CORM. 1-81**  
**STANDARD FORM 30 (REV. 16-63)**  
**Prescribed by GPA**  
**FAR 48 CFR 53.243**
SUMMARY OF CHANGES

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

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

The contract ACRN AJ has been added.
The CIN HQ01489303001001 has been added.

DELIVERIES AND PERFORMANCE

The following Delivery Schedule Item has been deleted from SUBCLIN 301301:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 27-MAY-2009 TO 31-OCT-2009</td>
<td>N/A</td>
<td>WHS/APS D, DAVID SUITER, WHS ADMIN AND PROGRAM SUPPORT DIR</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule Item has been deleted from SUBCLIN 301302:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-NOV-2009 TO 31-MAR-2010</td>
<td>N/A</td>
<td>WHS/APS D, DAVID SUITER, WHS ADMIN AND PROGRAM SUPPORT DIR</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>
(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO. (f)
   P00018

2. EFFECTIVE DATE
   01-Apr-2010

3. PROCUREMENT/PURCHASE REQ. NO.
   SEE SCHEDULE

4. ISSUED BY
   WASHINGTON ACQUISITION & PROCUREMENT OFFICE
   1155 DEPOT ROAD
   WASHINGTON, DC 20301

5. ADMINISTERED BY
   WASHINGTON ACQUISITION & PROCUREMENT OFFICE
   1777 NORTH HUNT ST
   ARLINGTON, VA 22209

6. NAME AND ADDRESS OF CONTRACTOR
   JARDON TECHNOLOGIES, INCORPORATED
   27506 AIRLIE RD.
   LEESBURG, VA 20175

7. CODE
   ON38

8. FACILITY CODE
   X

9. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

   The above number of solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer is extended. A copy of the amendment should be sent to all offerors.

   Offerors acknowledge receipt of each amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

   (a) By completing Item 2 and returning a copy of the amendment.
   (b) By acknowledging receipt of the amendment on each copy of the offer submitted.
   (c) By separate letter or telecommunication reference to the solicitation and amendment number.

   FAILURE TO ACKNOWLEDGE A RECEIVED AMENDMENT MAY RESULT IN REJECTION OF YOUR OFFER. Any offers of this amendment may be rejected if not submitted by the hour and date specified to the solicitation and this amendment, and received prior to the opening hour and date specified.

10. ACCOUNTING AND APPROPRIATION DATA (If required)

   See Schedule

11. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS

   IT MODIFIES THE CONTRACT ORDER NO. AS DESCRIBED IN ITEM 14

12. 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 43.163(b)

13. EXPIRE

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

   Modification Control Number: L1561

   The purposes of this modification are: 1) to increase the total award amount by (b)(4) ; 2) to update the SOC from (b)(4) to (b)(4) ; 3) to update the SOA (modifying section 6.1 and adding section 6.1.1) to include verbiage about technical work and alternate work schedules; and 4) to increase the total award amount by (b)(4) .

   All other terms and conditions remain unchanged.

   Except as provided herein, all terms and conditions of the document referenced in Item 2A or 10A, as hereinafter changed, remain unchanged and in full force and effect.

15. NAME AND TITLE OF SIGNER (Type or print)

   KRISTIN FULLER / CONTRACTING OFFICER
   TEL. (703) 600-2359

   AUTHORITY (Type or print)

   BY
   Signature of person authorized to sign

16. UNITED STATES OF AMERICA

   16B. DATE SIGNED
   18-Feb-2010

EXCEPTION TO SF 30

APPROVED BY ORM 11841

STANDARD FORM 30 (Rev. 10-80)

30-105-04

Prescribed by GSA

FAR 49 CFR 53-243
SUMMARY OF CHANGES

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.

3. STAFFING OBJECTIVES and OUTPUTS
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 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 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:


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

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

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

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

CLIN 4015 is added as follows:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4015</td>
<td>EXERCISED OPTION</td>
<td>Program Manager IV</td>
<td>12</td>
<td>Months</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Manager in accordance with the SOW</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACRN AK

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office:

As a result of this modification, the total funded amount for this document was increased by

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

CLIN 4001:

AK: 9700102020 00000 6012525 S49447 DHAC03006 (CIN HQ014800280002) was increased by

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

The contract ACRN AK has been added.

The CIN HQ014800280002 has been added.

CLIN 4002:

AK: 9700102020 00000 6012525 S49447 DHAC03006 (CIN HQ014800280002B) was increased by

from (b)(4) 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
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: HQ014800280020
Acctng 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:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
</table>
To:

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

The following Delivery Schedule item for CLIN 4002 has been changed from:

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

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td>FOB: Destination</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule item for CLIN 4003 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td>FOB: Destination</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following Delivery Schedule item for CLIN 4004 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
</tbody>
</table>

|                     |           |                       |
|                     |           | WHS ADMIN AND PROGRAM SUPPORT DIR |
|                     |           | (b)(2),(b)(6)         |

FOB: Destination

The following Delivery Schedule item for CLIN 4005 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
</tbody>
</table>

|                     |           |                       |
|                     |           | WHS ADMIN AND PROGRAM SUPPORT DIR |
|                     |           | (b)(2),(b)(6)         |

FOB: Destination
The following Delivery Schedule item for CLIN 4006 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD, DAVID SUITER, WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>UIC</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item for CLIN 4007 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD, SHIRLEY, VICTOR</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>UIC</td>
</tr>
<tr>
<td>To:</td>
<td>DELIVERY DATE</td>
<td>QUANTITY</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule item for CLIN 4008 has been changed from:

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

The following Delivery Schedule item for CLIN 4009 has been changed from:

<table>
<thead>
<tr>
<th>To:</th>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSＤ</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
<tr>
<td>DELIVERY DATE</td>
<td>QUANTITY</td>
<td>SHIP TO ADDRESS</td>
<td>UIC</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---------</td>
<td>-----------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD</td>
<td>HQ0148</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIR (b)(2),(b)(6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule item for CLIN 4010 has been changed from:

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

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>SHIRLEY, VICTOR</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

The following Delivery Schedule item for CLIN 4011 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>SHIRLEY, VICTOR</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>
The following Delivery Schedule item for CLIN 4012 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:

The following Delivery Schedule item for CLIN 4013 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>
To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item for CLIN 4014 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DAVID SUITER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WHS ADMIN AND PROGRAM SUPPORT DIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>

The following Delivery Schedule item has been added to CLIN 4015:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2010 TO 31-MAR-2011</td>
<td>N/A</td>
<td>WHS/APSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
</tr>
</tbody>
</table>
INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 4015:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

The following have been added by full text:

WHSA&PWO 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 (WHSA&PWO) 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 “Mise 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:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>GS-00F-0059M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Order</td>
<td>HQ0034-06-F-1080</td>
</tr>
<tr>
<td>Pay DoDAAC</td>
<td>HQ0338</td>
</tr>
</tbody>
</table>
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

AMENDMENT MODIFICATION NO.  P00019

ISSUED BY: WARS - ACQUISITION DIRECTORATE

CODE: H00034

NAME AND ADDRESS OF CONTRACTOR:
JARDIN& HOWARD TECHNOLOGIES, INCORPORATED
2780 GEORGIA DR
ORLANDO, FL 32819

CODE: ONE98

FACILITY CODE:

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above number of solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer(s) is extended. ☐ by AO, not extended. Offer must acknowledge receipt of amendment prior to the hour and date specified for the solicitation or as amended by one of the following methods:
(a) By completing Item 3 and 15, and returning one copy of the amendment. Do not acknowledge receipt of the amendment on this copy of the offer submitted.
(b) By separate letter or telecommunication in a reference to the solicitation, and amendment, failure of your acknowledgment to be returned prior to the hour and date specified may result.

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 data, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(B)

C. THIS SUPPLEMENTAL AGREEMENT ENTERED INTO PURSUANT TO AUTHORITY OF

W/ FAR 52.217-8 "Option to Extend Services"

D. OTHER (Specify type of modification and authority)

FACILITY CODE:

14. DESCRIPTION OF AMENDMENT MODIFICATION (Organized by OCONUS sections, including solicitation contract subject matter where feasible)

Modification Control Number: contract 11629

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)]

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 10A or 10A are hereby changed, remain unchanged and to full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

(1) NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

T. C. L. QUITE / CONTRACTING OFFICER

(2) DATE SIGNED

24-Mar-2011

(3) UNITED STATES OF AMERICA

(4) STANDARD FORM 30 (Rev. 16-83)

APPROVED BY OECM 11-81

30-JUN-04

PRESCRIBED BY GSA

FAR 48 CFR 52.217-8
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

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5001</td>
<td>APSD Support Services</td>
<td>1</td>
<td>Each</td>
<td>(b)(4)</td>
<td>(b)(4)</td>
</tr>
<tr>
<td></td>
<td>FFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extend services IAW FAR 52.217-8 &quot;Option to Extend Services&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACRN AL

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).

CLIN 5001:
Funding on CLIN 5001 is initiated as follows:

ACRN: AL

CIN: LMC0324201110010001

Accting Data: 9710100.2020.00800 6010 251A S49447 DHAC12119

Increase: (b)(4)

Total: (b)(4)

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item has been added to CLIN 5001:
<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2011 TO 30-APR-2011</td>
<td>N/A</td>
<td>WHS/APS/D</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY VICTOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

**INSPECTION AND ACCEPTANCE**

The following Acceptance/Inspection Schedule was added for CLIN 5001:

<table>
<thead>
<tr>
<th>INSPECT AT</th>
<th>INSPECT BY</th>
<th>ACCEPT AT</th>
<th>ACCEPT BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Government</td>
<td>Destination</td>
<td>Government</td>
</tr>
</tbody>
</table>

(End of Summary of Changes)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION NO.  P00020
2. EFFECTIVE DATE 01-May-2011
3. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE
4. ISSUED BY  WAH - ACQUISITION DIRECTORATE
5. CODE H00034
6. ADMINISTERED BY  Defense Contracting

8. NAME AND ADDRESS OF CONTRACTOR: JARDIN & HOWARD TECHNOLOGIES, INCORPORATED
217 S. S POSIX, ORLANDO, FL 32807

9A. AMENDMENT OF SOLICITATION NO. H00034-06-F-1080
9B. DATED (SEE ITEM 11) 28-Mar-2006
10A. MOD. OF CONTRACT ORDER NO. H00034-06-F-1080
10B. DATED (SEE ITEM 13) 28-Mar-2006

See Item 6

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above number of solicitation is amended as set forth in Item 14. The time and date specified for receipt of offer(s) is extended. ☐ by the following method(s):
☐ By completing Item 4 and returning one copy of the amendment to the contracting officer. ☐ By acknowledging receipt of the amendment on each copy of the offer submitted.
☐ By other method(s) as specified below: The offer must acknowledge receipt of the amendment prior to the time and date specified for receipt of offer(s).

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORdera

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 52.217-8.

X. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ OTHER (Specify type of modification and authority)

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

Modification Control Number: contract 11954

The purpose of this modification is to:

☐ by two (2) months, from May 1, 2011 to June 30, 2011:
☐ 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 15A or 15B, as hereafter changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

☐ as not ☑ 1 copy to the issuing office

15B. CONTRACTOR/OFFICER 15C. DATE SIGNED

16. NAME AND TITLE OF CONSTRUCTING OFFICER (Type or print)

DATE SIGNED 21-Apr-2011

STANDARD FORM 36 (Rev. 10-83)
Prepared by GSA
FAR 48 CFR 53.213
SUMMARY OF CHANGES

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
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
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

CLIN 5001:

AL: 9710100 2020000000 6010 251A S49447 DHAC12119 (CIN LMC032401110010001) was increased by

DELIVERIES AND PERFORMANCE
The following Delivery Schedule item for CLIN 5001 has been changed from:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2011 TO 30-APR-2011</td>
<td>N/A</td>
<td>WIHS/APSd</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

To:

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>QUANTITY</th>
<th>SHIP TO ADDRESS</th>
<th>UIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP 01-APR-2011 TO 30-JUN-2011</td>
<td>N/A</td>
<td>WIHS/APSd</td>
<td>HQ0148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHIRLEY, VICTOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b)(2),(b)(6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOB: Destination</td>
<td></td>
</tr>
</tbody>
</table>

(End of Summary of Changes)