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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; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

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

3. STAFFING OBJECTIVES and OUPUTS

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

- 3.1 <u>Security Specialist Support Services</u>: 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 <u>Facilities Specialist Support Services</u>: 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 <u>Communications Management Support Services</u>: 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 <u>Financial Analyst Support Services</u>: 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 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Senior Human Resources Analyst Support Services</u>: 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 <u>Program Management Support Services</u>: 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 <u>Administrative Support Services</u>: 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 <u>OPTIONAL Junior Security Specialist Support Services</u>: 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 <u>OPTIONAL Junior Facilities Specialist Support Services</u>: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 OPTIONAL Communications Management Support Services: Requirement for One (1) (OPTIONAL) Communications Specialists to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

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

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

Outputs: COOP & AT related documents and presentations.

- 3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

4. PERFORMANCE MANAGEMENT

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

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

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

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

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

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

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

5. SECURITY

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

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

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

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

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

8. TRAINING and EDUCATION

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

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

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

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

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

10. ORGANIZATIONAL CONFLICT OF INTERST

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

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

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

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

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

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

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

11. PERSONAL CONFLICTS OF INTEREST

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

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

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

12.0 PAYMENT SCHEDULE:

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:
 - 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)

Page 13 of 14

ITEM NO 0001

SUPPLIES/SERVICES

QUANTITY 12

UNIT Months UNIT PRICE (b)(4)

AMOUNT (b)(4)

Labor

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

NET AMT

(b)(4)

ACRN AA

(b)(4)

ITEM NO 0002

SUPPLIES/SERVICES

QUANTITY 12

UNIT Months UNIT PRICE (b)(4)

AMOUNT (b)(4)

OPTION

Labor

FFP

The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW. POP: April 1, 2007 - March

PURCHASE REQUEST NUMBER: H9126860320002000

NET AMT

(b)(4)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

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

DELIVERY INFORMATION

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

ACCOUNTING AND APPROPRIATION DATA

AA: 97601<u>00.2020.6010.25</u>99.S49447.DHAC60101 AMOUNT(b)(4) CIN H91268603200020000001(b)(4)

CLAUSES INCORPORATED BY REFERENCE

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

			1. CONTRACTID CODE	PAGE OF PAGES
AMENDMENT OF SOLIC.	ITATION/MODII	FICATION OF CONTRACT	J	1 27
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5, PROJ	ECTNO.(Happlicable)
P00001	31-May-2006	H9126860320002000		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	CODE	
DODMHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZANORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		See Item 6		
8. NAME AND ADDRESS OF CONTRACTO JARDON & HOWARD TECHNOLOGIES INC	OR (No., Street, County,	State and Zip Code)	9A. AMENDMENT OF	SOLICITATION NO.
13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009			9B. DATED (SEE ITEM	d 11)
		7	X 10.A. MOD. OF CONTE HQ0034-06-F-1080	RACT/ORDER NO.
CODE ONF98	FACILITY CO	TYE .	10B. DATED (SEE IT) X 28-Mar-2006	EM 13)
		APPLIESTO AMENDMENTS OF SOLIC		
The above numbered solicitation is amended as set	forth in Item 14. The hour and	d date specified for receipt of Offer	is extended, is not	extended.
(a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which include RECEIVED ATTHE PLACE DESIGNATED FOR REJECTION OF YOUR OFFER. If by virtue of the provided each telegram or letter makes reference to	copies of the amendus s a reference to the solicitation R THE RECEIPTOF OFFERS as amendment you desire to ch the solicitation and this amen	edified in the solicitation or as amended by one of the ent; (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR AC SPRIOR TO THE HOUR AND DATE SPECIFIED: ange an offer already submitted, such change may be adment, and is received prior to the opening hour an-	t on each copy of the offer submitt KNOWLED GMENTTO BE MAY RESULTIN made by telegram or letter,	ed:
12. ACCOUNTING AND APPROPRIATION See Schedule	NDATA (If required)			
	ITEM APPLIESONLY	TO MODIFICATIONS OF CONTRACTS	ORDERS	
IT M A. THIS CHANGE ORDER IS ISSUED PU	ODIFIESTHE CONTRA RSUANT TO: (Specify	.CT/ORDER NO. AS DESCRIBED IN ITE authority) THE CHANGES SET FORTH I	M 14.	N THE
CONTRACT ORDER NO. IN ITEM 10	DA.			
office, appropriation date, etc.) SET F	ORTH IN ITEM 14, PUF	D TO REFLECT THE ADMINISTRATIVE RSUANT TO THE AUTHORITY OF FAR		es in paying
X C. THIS SUPPLEMENT AL AGREEMEN FAR Part 52.243-4 Changes	I ISENTERED INTO P	URSUANT TO AUTHORITY OF:		
D. OTHER (Specify type of modification	and authority)			
E. IMPORTANT: Contractor is not.	X is required to si	gn this document and return1	copies to the issuing office.	
14. DESCRIPTION OF AMENDMENT/MOI where feasible.) Modification Control Number: payner The purpose of this modificationis to 1) ad under CLIN 0002.	061281			
Except as provided herein, all terms and conditions of	he document referenced in Iten	n9A or 10A, as hereto fore changed, renains unchang	ged and in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Typ	e or print)	16A. NAME AND TITLE OF CON NADINE PAYNE / CONTRACTING OFFICER TEL: 703-696-2005	TRACTING OFFICER (Ty	•
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE	ED 16B. UNITED STATES OF AMERI	ICA O	16C. DATE SIGNED
(Signature of person authorized to sign)		BY / Contracting Offi	Cer)	23-Jun-2006

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

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

SUPPLIES OR SERVICES AND PRICES

CLIN 0002

This CLIN has been renumbered to CLIN 1001.

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

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

CLIN 0002 is added as follows:

ITEM NO 0002	SUPPLIES/SERVICES	QUANTITY 10	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	Junior Admin Asst				

Junior Admin Asst FFP

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

	NET AMT	(b)(4)
ACRN AB	10271041	(b)(4)

CLIN 0003 is added as follows:

ITEM NO 0003 OPTION	SUPPLIES/SERVICES BASE YR - OPT Junior S FFP The Contractor shall provide advice, reconfices in all areas of the s	ide (1) Optional C mmendations, and	documentation		AMOUNT (b)(4)
				NET AMT	(b)(4)
	CLIN 0004 is added as follo	ows:			
ITEM NO 0004 OPTION	SUPPLIES/SERVICES BASE YR - OPT Junior F FFP The Contractor shall provide Contractor shall provide Support of facilities prograspace allocations, renovations.	ide (1) Optional Juide advice, recomment.	mendations, and The contractor	documentation in shall coordinate office	(b)(4)
	CLIN 0005 is added as follo	ows:		NET AMT	(5)(4)
ITEM NO 0005 OPTION	SUPPLIES/SERVICES BASE YR - OPT Commu FFP The Contractor shall prov development in support of management. The contrac internal and external comm support, special events co- and other strategic commu	ide (1) Optional C ide policy advice, f information and o ctor shall provide p munications plann ordination, commo	ommunications program execute communication public affairs seing and product unity outreach.	tion and product s programs ervices including ts, media relation's crises communications,	AMOUNT (b)(4)

NET AMT

(b)(4)

CLIN 0006 is added as follows:

ITEM NO 0006 SUPPLIES/SERVICES

QUANTITY 12 UNIT Months UNIT PRICE (b)(4)

AMOUNT (b)(4)

OPTION

BASE YR - OPT - COOP & Antiterrorism

FFP

The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations.

NET AMT

(b)(4)

CLIN 0007 is added as follows:

ITEM NO

SUPPLIES/SERVICES

QUANTITY 12 UNIT Months UNIT PRICE (b)(4)

AMOUNT (b)(4)

0007 OPTION

BASE YR - OPT Mgmt Analysis & Rpt Suppt

FFP

The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives.

NET AMT

(b)(4)

CLIN 0008 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT Lot	UNIT PRICE (b)(4)	AMOUNT
OPTION	BASE YR - TRAVEL FFP The contractor shall be re-	mhumad for the a			
	the contractor shall be recourse of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app	es in accordance v and per diem charg 1. Travel shall no	vith the SOW. ges are governed t exceed (b)(4)	Allowable travel shall	
				NET AMT	(b)(4)
(CLIN 1002 is added as follo	ws:			
ITEM NO 1002	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)
OPTION	Option Yr 1: Junior Adm FFP	in Asst			
	The contractor shall provi support of various office f limited to: Research and p proofreading, filing, and d programs, policies, and pr containing decisions of de management and supply to	unctions. These a prepare graphic pro- latabases managen ocedures, compose signated manager;	dministrative ta esentations;perf nent, compile da e reports and co	sks include but not form typing, ata of operating unit arrespondence	

NET AMT

(b)(4)

CLIN 1003 is added as follows:

ITEM NO 1003 OPTION	SUPPLIES/SERVICES Option Yr 1: Jr Security S FFP The Contractor shall provide advice, reconfices in all areas of the s	ide (1) Optional C mmendations, and	documentation		AMOUNT (b)(4)
				NET AMT	(b)(4)
(CLIN 1004 is added as follo	ews:			
ITEM NO 1004 OPTION	SUPPLIES/SERVICES Option Yr 1:Jr Facilities S FFP The Contractor shall provide Contractor shall provide Support of facilities prograspace allocations, renovations.	ide (1) Optional Ju ide advice, recomm am management.	mendations, and The contractor:	documentation in	(b)(4)
(CLIN 1005 is added as follo	ws:			
ITEM NO 1005 OPTION	Option Yr 1: Communicate FFP The Contractor shall providevelopment in support of management. The contractor support, special events coand other strategic communications.	ide (1) Optional C ide policy advice, information and o ctor shall provide p munications plann ordination, commo	ommunications program execute communication public affairs seing and product mity outreach,	tion and product s programs rvices including ts, media relation's crises communications,	AMOUNT (b)(4)

NET AMT

(b)(4)

CLIN 1006 is added as follows:

CLIN 1000 is added as folic	WS.			
FFP The Contractor shall prov Specialist and (1) Optiona provide analytical and log project management skills	ide (1) Optional C al antiterrorism (A' sistical support. The to support emerge	 F) Specialist. The contractor sheet and being the contractor of the contractor. 	he Contractor shall all provide professional usiness	(b)(4)
			NET AMT	(b)(4)
CLIN 1007 is added as follo	ows:			
FFP The Contractor shall prov Contractor shall provide a of all management analys	ide (2) Optional M dvice, recommend is and reporting. T	lations, and doc The contractor s	sumentation in support	AMOUNT (b)(4)
	SUPPLIES/SERVICES Option Yr 1: COOP & A FFP The Contractor shall prov Specialist and (1) Optiona provide analytical and log project management skills continuity capabilities in a continuity capabilities in a SUPPLIES/SERVICES Option Yr 1: Mgmt Analy FFP The Contractor shall provide a of all management analys	Option Yr 1: COOP & Antiterrorism FFP The Contractor shall provide (1) Optional C Specialist and (1) Optional antiterrorism (A' provide analytical and logistical support. The project management skills to support emerge continuity capabilities in accordance with Go CLIN 1007 is added as follows: SUPPLIES/SERVICES QUANTITY 12 Option Yr 1: Mgmt Analysis & Rpt Suppt FFP The Contractor shall provide (2) Optional M Contractor shall provide advice, recommend of all management analysis and reporting. The	SUPPLIES/SERVICES QUANTITY UNIT 12 Months Option Yr 1: COOP & Antiterrorism FFP The Contractor shall provide (1) Optional Continuity of Op Specialist and (1) Optional antiterrorism (AT) Specialist. T provide analytical and logistical support. The contractor sh project management skills to support emergency, AT and b continuitycapabilities in accordance with Government regular CLIN 1007 is added as follows: SUPPLIES/SERVICES QUANTITY UNIT 12 Months Option Yr 1: Mgmt Analysis & Rpt Suppt FFP The Contractor shall provide (2) Optional Mgmt Analyst Pc Contractor shall provide advice, recommendations, and doc	SUPPLIES/SERVICES QUANTITY UNIT (b)(4) Option Yr 1: COOP & Antiterrorism FFP The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The Contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business continuitycapabilities in accordance with Government regulations. NET AMT CLIN 1007 is added as follows: SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE 12 Months Option Yr 1: Mgmt Analysis & Rpt Suppt FFP The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and

NET AMT

(b)(4)

CLIN 1008 is added as follows:

1008 OPTION	Option Yr 1: TRAVEL	QUANTITY	Lot	(b)(4)	(b)(4)		
	FFP The Contractor shall reim course of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app	ees in accordance vand per diem charge. Travel shall no	vith the SOW. ges are governe t exceet (b)(4)	Allowable travel shall d by the JTR, FTR, Pub. The Industrial			
				NET AMT	(b)(4)		
	CLIN 2001 is added as follo	ows:					
ITEM NO 2001 OPTION	SUPPLIES/SERVICES Option Yr 2: Labor	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	(b)(4) AMOLINT		
OI HON	FFP The Contractor shall provide Program Management support to Washington Headquarters Services in accordance with the SOW.						
				NET AMT	(b)(4)		
	CLIN 2002 is added as follo	ows:					
ITEM NO 2002 OPTION	SUPPLIES/SERVICES Option Yr 2: Junior Adm	QUANTITY 12 inistrarion Asst	UNIT Months	UNIT PRICE (b)(4)	(b)(4)		
	FFP The contractor shall provi support of various office f limited to: Research and p proofreading, filing, and o programs, policies, and p containing decisions of de management and supply r	functions. These a prepare graphic pro- latabases managen rocedures, compos- esignated manager;	dministrative to esentations; per nent, compile de reports and co	isks include but not form typing, ata of operating unit orrespondence			

NET AMT

(b)(4)

CLIN 2003 is added as follows:

ITEM NO 2003 OPTION	SUPPLIES/SERVICES Option Yr 2: Junior Secur	QUANTITY 12 rity Spec	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP The Contractor shall provide advice, reconfices in all areas of the s	mmendations, and	documentation		
				NET AMT	(b)(4)
(CLIN 2004 is added as follo	ows:			
ITEM NO 2004 OPTION	SUPPLIES/SERVICES Option Yr 2: Junior Facil FFP	QUANTITY 12 ities Spec	UNIT Months	(b)(4)	AMOUNT (b)(4)
	The Contractor shall provide Contractor shall provide support of facilities programme space allocations, renovations.				
				NET AMT	(b)(4)

CLIN 2005 is added as follows:

ITEM NO 2005	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT		
OPTION	Option Yr 2: Communica FFP	tions Mgmt Suppt					
	The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.						
				NET AMT	(b)(4)		
(CLIN 2006 is added as follo	ws:					
ITEM NO 2006	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT		
OPTION	Option Yr 2: COOP & Antiterrorism FFP						
	The Contractor shall provide (1) Optional Continuity of Operations (COOP) Specialist and (1) Optional antiterrorism (AT) Specialist. The Contractor shall provide analytical and logistical support. The contractor shall provide professional project management skills to support emergency, AT and business						

NET AMT

(b)(4)

CLIN 2007 is added as follows:

ITEM NO 2007 OPTION	SUPPLIES/SER VICES Option Yr 2: Mgmt Anal-	QUANTITY 12 vsis & Rpt Suppt	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP The Contractor shall prov Contractor shall provide a of all management analys present management repor	ide (2) Optional M dvice, recommend is and reporting. T	ations, and doo'he contractor	cumentation in support	
				NET AMT	(b)(4)
	CLIN 2008 is added as follo	WS:			
ITEM NO 2008 OPTION	SUPPLIES/SERVICES Option Yr 2: TRAVEL	QUANTITY 1	UNIT Lot	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	FFP The Contractor shall reim course of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app	es in accordance vand per diem chargand. Travel shall no	vith the SOW. ges are governed t exceed (b)(4)	Allowable travel shall d by the JTR, FTR, Pub. The Industrial	
				NET AMT	(b)(4)
ACC	OUNTING AND APPROP	RIATION			
	mary for the Payment Office				
(b)(4)	As a result of this modificat to(b)(4)	ion, the total funde	d amount for t	his document was increased b	from
	I 0002: ing on CLIN 0002 is initiate	ed as follows:			
	ACRN: AB				
	CIN: 000000000000000000000	000000000000			
	Acctng Data: 9760100.2020	. 6010.2599.84944	17.DHAC6024	3	
	Increase: (b)(4)				

Total (b)(4)

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2007 TO N/A N/A

31-MAR-2008 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-JUN-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

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

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The following Delivery Schedule ite	em has been added t	o CLIN 0006:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The following Delivery Schedule ite	em has been added t	o CLIN 0007:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The following Delivery Schedule ite	em has been added t	o CLIN 0008:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The following Delivery Schedule ite	em has been added t	o CLIN 1002:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	
The following Delivery Schedule ite	em has been added t	o CLIN 1003:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	
The following Delivery Schedule ite	em has been added t	o CLIN 1004:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

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

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	
The following Delivery Schedule in	tem has been added	to CLIN 1006:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	
The following Delivery Schedule it	tem has been added	to CLIN 1007:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	
The following Delivery Schedule in	tem has been added	to CLIN 1008:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	
The following Delivery Schedule in	tem has been added	to CLIN 2001:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	
The following Delivery Schedule is	tem has been added	to CLIN 2002:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	
The following Delivery Schedule in	tem has been added	to CLIN 2003:	
DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-APR-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

INSPECTION AND ACCEPTANCE

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

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

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

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

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

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

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

INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspe INSPECT AT	ection Schedule was added f INSPECT BY	or CLIN 0006: ACCEPT AT	АССЕРТ ВУ
Destination	Government	Destination	Government
The following Acceptance/Inspe			
INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspe			
INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspe	ection Schedule was added f	or CLIN 1002:	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government
The following Acceptance/Inspe			A CCEPT DV
INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspe	ection Schedule was added f	or CLIN 1004:	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government
The following Acceptance/Inspe INSPECT AT	ection Schedule was added f INSPECT BY	or CLIN 1005: ACCEPT AT	АССЕРТ ВУ
Destination Destination	Government	Destination	Government
The following Acceptance/Inspe	ection Schedule was added f	for CLIN 1006:	
INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspe	ection Schedule was added f	or CLIN 1007:	
INSPECT AT Destination	INSPECT BY Government	ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspe	oation Sahadula was addad f	or CLIN 1008	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government
The following Acceptance/Insperior			A COEDT DV
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY

Destination	Government	Destination	Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	for CLIN 2002: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	for CLIN 2003: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2004: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2005: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2006: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	for CLIN 2007: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Inspection INSPECT AT Destination	Schedule was added f INSPECT BY Government	or CLIN 2008: ACCEPT AT Destination	ACCEPT BY Government

The following have been modified: <u>SOW</u>

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: <u>Federal Advisory Committees</u> (FACA); DoD boards, commissions and task forces; WHS Security, Continuity of Operations (COOP) and Anti-terrorism/Force Protection Programs; <u>WHS Combined Federal Campaign</u>; 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; Management Workforce Planning management; Managerial Reporting management; and Information and Communications management.

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

3. STAFFING OBJECTIVES and OUPUTS

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

- 3.1 <u>Security Specialist Support Services</u>: 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 <u>Facilities Specialist Support Services</u>: 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 <u>Records Management Support Services</u>: 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 <u>Communications Management Support Services</u>: 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 <u>Financial Analyst Support Services</u>: 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 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Senior Human Resources Analyst Support Services</u>: 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 <u>Program Management Support Services</u>: 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 <u>Administrative Support Services</u>: 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 <u>OPTIONAL Junior Security Specialist Support Services</u>: 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 <u>OPTIONAL Junior Facilities Specialist Support Services</u>: 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 <u>OPTIONAL Communications Management Support Services</u>: Requirement for One (1) (OPTIONAL) Communications Specialists to provide policy advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, web—sites and promotional materials; develop graphics-enhanced presentations, photography—and video productions; and provide support for program objectives.

Outputs: Public affairs related products.

- 3.14 OPTIONAL Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services:
 Requirement for One (1) (OPTIONAL) Continuity of Operations (COOP) Specialist and One (1) (OPTIONAL)
 Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.

 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content.

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

Outputs: COOP & AT related documents and presentations.

- 3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.

Outputs: Produce quality programs, documentation, and reports.

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

4. PERFORMANCE MANAGEMENT

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

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

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

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

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

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

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

5. SECURITY

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

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

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

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

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

8. TRAINING and EDUCATION

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

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

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

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

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

10. ORGANIZATIONAL CONFLICT OF INTERST

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

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

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

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

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

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

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

11. PERSONAL CONFLICTS OF INTEREST

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

- performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 11.1.6 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.

12.0 PAYMENT SCHEDULE:

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

13.0 INVOICES:

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

14.0 CONTRACT POC:

Ms. Nadine D. Payne
Contracting Officer
Washington Headquarters Services (WHS)
(b)(2),(b)(6)

	1. CONTRACTID CODE		PAGE OF PAGES		
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				J	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT.	NO.(Ifapplicable)
P00002	21-Jul-2006	H9126860320002000			
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	COI	E HQ00	34
WHS, ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON RPN SUITE 12083 WASHINGTON DC 20301-1155		DODWHS/ACQUISITION & PROCUREMENT OFF ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	FICE		
8. NAME AND ADDRESS OF CONTRACTOR JARDON & HOWARD TECHNOLOGIES INC	(No., Street, County,	State and Zip Code)	9A. AMENDMI	ENT OF SO	LICITATION NO.
13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009			9B. DATED (SE	EE ITEM 11	1)
		Х	(10 A. MOD. OF HQ0034-06-F-1	CONTRAC 1080	T/ORDER NO.
CODE ONF98	FACILITY CO	DE	10B. DATED (28-Mar-2006	SEE ITEM	13)
		APPLIESTO AMENDMENTS OF SOLICI	TATIONS		
The above numbered solicitation is amended as set for	th in Item 14. The hour and	date specified for receipt of Offer	is extended,	ìs not exter	ıded.
Offer must acknowledge receipt of this amendment pri (a) By completing Henr 8 and 15, and returning or (c) By separate letter or telegramwhich includes a RECEIVED ATTHE PLACE DESIGNATED FOR T REJECTION OF YOUR OFFER. If by virtue of this a provided each telegram or letter makes reference to the	copies of the amendme reference to the solicitation HE RECEIPT OF OFFERS mendment you desire to ch	ent; (b) By acknowledging receipt of this amendment , and amendment numbers. FAILURE OF YOUR AC SPRIOR TO THE HOUR AND DATE SPECIFIED IN ange an offer already submitted, such change may be t	on each copy of the off KNOWLED GMENT IAY RESULTIN made by telegram or let	го ве	
12. ACCOUNTING AND APPROPRIATION D	PATA (If required)				
See Schedule					
IT MOD	IFIESTHE CONTRA	TO MODIFICATIONS OF CONTRACTS'C CT/ORDER NO. AS DESCRIBED IN ITEM	4 14.		
A. THIS CHANGE ORDER IS ISSUED PURS CONTRACT ORDER NO. IN ITEM 10A		authority) THE CHANŒS SET FORTH IN	N ITEM 14 ARE N	1ADE IN TI	HE
11 1	TH IN ITEM 14, PUF	RSUANT TO THE AUTHORITY OF FAR		as changes ii	n paying
C. THIS SUPPLEMENT AL AGREEMENT I FAR Part 52.243-4 Changes		URSUANT TO AUTHORITY OF:			
D. OTHER (Specify type of modification and	l authority)				
E. IMPORTANT: Contractor is not,	X is required to sig	gn this document and return 1 c	opies to the issuing	g office.	
14. DESCRIPTION OF AMENDMENT/MODIF where feasible.) Modification Control Number: paynen06 The purpose of this modification is to fill all O	i1533 ptional Positions.				
15A. NAME AND TITLE OF SIGNER (Type of	r print)	16A. NAME AND TITLE OF CON'	TRACTING OFFI	CER (Type	or print)
		NADINE PAYNE / CONTRACTING OFFICER TEL: 703-696-2005	EMAIL: nadine.payr	ne@whs.mil	
15B. CONTRACTOR/OFFEROR	15C, DATE SIGNE				C. DATE SIGNED
		BY / ladere	FELFALL	2	1-Jul-2006
(Signature of person authorized to sign)	_	(Signature of Contracting Office	cer)		. 54. 2000

SUMMARY OF CHANGES

SOLICITATION/CONTRACT FORM

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

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.

fron (b)(4) td(b)(4) The total cost of this line item has decreased b (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) fron (b)(4) (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

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

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

from

(b)(4)	to (b)(4)
CLIN 0003:	
AB: 976	50100,2020, 6010.2

The contract ACRN AB has been added.

CLIN 0004:

The contract ACRN AB has been added.

CLIN 0005:

The contract ACRN AB has been added.

CLIN 0006:

The contract ACRN AB has been added.

CLIN 0007:

The contract ACRN AB has been added.

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-AUG-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

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

	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
То:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The foll	lowing Delivery Schedule ite	m for CLIN 0005 ha	as been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
То:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The foll	lowing Delivery Schedule ite	m for CLIN 0006 ha	as been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
То:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-AUG-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	
The foll	lowing Delivery Schedule ite	m for CLIN 0007 ha	is been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2006 TO 31-MAR-2007	N/A	N/A FOB: Destination	

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-AUG-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-AUG-2006 TO N/A N/A

31-MAR-2007 FOB: Destination

The following have been modified:

SOW

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

1. BACKGROUND

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

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

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

3. STAFFING OBJECTIVES and OUPUTS

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

- 3.1 <u>Security Specialist Support Services</u>: 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 <u>Facilities Specialist Support Services</u>: 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 <u>Records Management Support Services</u>: 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 <u>Communications Management Support Services</u>: 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 <u>Financial Analyst Support Services</u>: 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 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Office Management and Special Project Support Services</u>: 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 <u>Senior Human Resources Analyst Support Services</u>: 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 <u>Program Management Support Services</u>: 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 <u>Administrative Support Services</u>: 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 <u>OPTIONAL Junior Security Specialist Support Services</u>: 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 <u>OPTIONAL Junior Facilities Specialist Support Services</u>: Requirement for One (1) (OPTIONAL) Junior Facilities Specialists to provide advice, recommendations, and documentation in support of facilities program management. The Contractor shall coordinate office space allocations, renovations and relocations. Services shall include but are not limited to:
- 3.12.1 Coordinate through WHS, the General Services Administration (GSA), and industry the requirement and receipt of office space, furniture, entrance keys, telephones, parking passes, and office supplies. Maintain accountability of Government property.
- 3.12.2 Makes recommendations during the design and construction processes and assist in maintenance of facilities records including plans and configurations. Provides build-out drawings for tenant review and investigates technical situations to promote efficient space utilization.

Outputs: Facilities related documents and presentations.

- 3.13 OPTIONAL Communications Management Support Services: Requirement for One (1) (OPTIONAL) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

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

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

Outputs: COOP & AT related documents and presentations.

- 3.15 OPTIONAL Management Analysis and Reporting Support Services: Requirement for Two (2) (OPTIONAL) Management Analyst to provide advice, recommendations, and documentation in support of all management analysis and reporting. The Contractor shall develop and present management reports, analyses and objectives, have the ability to resolve customer issues related to the Defense Travel System (DTS) and have experience with a helpdesk operation. Services shall include but are not limited to:
- 3.15.1 Conduct thorough research, data collection, informative presentations, and clear report writing.
- 3.15.2 Develop management reporting metrics, life cycle project cost and analyses.
- 3.15.3 Develop manpower, internal management controls, and strategic planning programs.
- 3.15.4 Analyze shared services and other Directorate programs (Defense Travel System, Management Control, Continuity of Operations, Anti-terrorism, corporate communications)
- 3.15.5 Prepare written reports from analytical projects, including sound recommendations for action
- 3.15.6 Prepare and present briefings/training
- 3.15.7 Lead small group meetings and prepare accurate meeting minutes
- 3.15.8 Prepare plans and track process against plans through follow-up actions
- 3.15.9 Coordinate work with WHS and OSD offices

Outputs: Produce quality programs, documentation, and reports.

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

4. PERFORMANCE MANAGEMENT

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

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

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

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

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

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

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

5. SECURITY

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

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

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

- 6.1 Facilities, Supplies and Services Work shall be performed at Government provided facilities located within the National Capital Region (NCR), particularly, 1235 S. Clark Street, Suite 940, Arlington, Virginia, and the Pentagon, Arlington, Virginia, however, Contractor personnel may be requested to work at the Government's alternate locations during emergencies and emergency exercises. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and general office supplies) will be provided while working in Government facilities.
- 6.2 Information and Documentation The Government shall provide information, documentation, materials and forms unique to the Government for supporting the task. All Government unique information and documentation related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor. The COR will be the point of contact for required information.

7. TRAVEL

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

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

8. TRAINING and EDUCATION

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

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

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

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

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

10. ORGANIZATIONAL CONFLICT OF INTERST

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

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

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

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

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

11. PERSONAL CONFLICTS OF INTEREST

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

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

12.0 PAYMENT SCHEDULE:

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

13.0 INVOICES:

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

14.0 CONTRACT POC:

Ms. Nadine D. Payne
Contracting Officer
Washington Headquarters Services (WHS)
(b)(2),(b)(6)

	1. CONTRACTID COD	E PAGE OF PAGES		
AMENDMENT OF SOLICITA	J	1 3		
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5, PRC	JECTNO.(Ifapplicable)
P00003	11-Jan-2007	H9126860320002000		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	CODE	100034
WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		DODWHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	Ξ -	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	State and Zip Code)	9A. AMENDMENT O	F SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	***		9B. DATED (SEE ITE	M 11)
		X	10A. MOD. OF CONT HQ0034-06-F-1080	RACT/ORDER NO.
			10B. DATED (SEE IT	
CODE ONF98	FACILITY COD		28-Mar-2006	Livi 15 y
		PPLIES TO AMENDMENTS OF SOLICITA	TIONS	
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer i	s extended, is no	t extended.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a refi RECEIVED ATTHE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this ama provided each telegram or letter makes reference to the se	copies of the amendmen erence to the solicitation a RECEIPTOF OFFERS I endment you desire to chai	it: (b) By acknowledging receipt of this amendment on o and amendment numbers. FAILURE OF YOUR ACKN PRIOR TO THE HOUR AND DATE SPECTFIED MAY nge an offer already submitted, such change may be mad	each copy of the offer submi OWLED GMENTTO BE Y RESULTIN le by telegram or letter,	ited:
12. ACCOUNTING AND APPROPRIATION DA	ΓA (If required)			
		O MODIFICATIONS OF CONTRACTS ORI T/ORDER NO. AS DESCRIBED IN ITEM 1		
A. THIS CHANGE ORDER IS ISSUED PURSU. CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGES SET FORTH IN IT	ΓEM 14 ARE MADE I	N THE
	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 43.		ges in paying
C. THIS SUPPLEMENT AL AGREEMENT IS:	ENTERED INTO PU	RSUANT TO AUTHORITY OF:		
D. OTHER (Specify type of modification and a	ut hority)			
E. IMPORTANT: Contractor is not,	is required to sign	n this document and return copi	ies to the issuing office	
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: paynen0753 This modification is issued to incorporate DFAR	32		-	
Except as provided herein, all terms and conditions of the do	aument referenced in Item!	9Α or 10Α, as heretofore changed, renains unchanged a	nd in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Type or p	orint)	16A. NAME AND TITLE OF CONTR NADINE PAYNE/CONTRACTING OFFICER	ACTING OFFICER (T	ype or print)
LCD COMPTD LOTTON COTTON	Lea Divergence	TEL: 703-696-2005	EMAIL: nadine.payne@whs.r	1
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	by Action 16B. UNITED STATES OF AMERICA	arme -	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer))	11-Jan-2007

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by reference:

252.232-7003 Electronic Submission of Payment Requests

MAY 2006

The following have been added by full text:

<u>INVOICING INSTRUCTIONS</u>

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:

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.

[&]quot;Issue by DoDAAC" field enter HQ0034

[&]quot;Admin DoDAAC" field enter **HQ0034**

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HO0034 OSDTM2

[&]quot;Inspect By DoDAAC/EXT" field **HQ0148**

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

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.

	1. CONTRACTID COD	E PAGE OF PAGES		
AMENDMENT OF SOLICITA	J	1 1 4		
2. AMENDMENT/MODIFICATION NO.	B. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PR0	DECTNO.(Happlicable)
P00004	01-Apr-2007	H9126860320002000		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	CODE	HQ0034
WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		DODWHS/ACQUISITION & PROCUREMENT OFFICE ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		
8. NAME AND ADDRESS OF CONTRACTOR (I	No., Street, County, S	State and Zip Code)	A. AMENDMENT C	F SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	**		B. DATED (SEE ITE	M 11)
		X		RACT/ORDER NO.
		- +	10B. DATED (SEE IT	'EM 13')
CODE ONF98	FACILITY COD		28-Mar-2006	Ť
11, 7	HISITEM ONLY A	PPLIES TO AMENDMENTS OF SOLICITA	TIONS	
The above numbered solicitation is amended as set forth	ìn Item 14. The hour and	date specified for receipt of Offer is.	s extended, is no	et extended.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which in cludes a refi RECTIVED ATTHE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this amo provided each telegram or letter makes reference to the so	copies of the amendmen erence to the solicitation of RECEIPTOF OFFERS Inducent you desire to cha	it: (b) By acknowledging receipt of this amendment on o and amendment numbers. FAILURE OF YOUR ACKN PRIOR TO THE HOUR AND DATE SPECIFIED MAY nge an offer already submitted, such change may be mad	each copy of the offer submi OWLED GMENT TO BE 7 RESULTIN e by telegram or letter,	tted:
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)			
See Schedule				
IT MODIF	TESTHE CONTRAC	O MODIFICATIONS OF CONTRACTS ORI T/ORDER NO. AS DESCRIBED IN ITEM 1	4.	
A. THIS CHANGE ORDER IS ISSUED PURSU, CONTRACT ORDER NO, IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGES SET FORTH IN II	'EM 14 ARE MADE	.N THE
11 1	HIN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 43.		ges in paying
C. THIS SUPPLEMENT AL AGREEMENT IS		RSUANT TO AUTHORITY OF:		
X D. OTHER (Specify type of modification and a IAW FAR Part 52.217-9 Option to Extend Tern				
E. IMPORTANT: Contractor is not.	is required to sig	n this document and return 1 copi	es to the issuing office	
DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: paynen0765 The purpose of this modification is to exercise.	57		·	ter
Except as provided herein, all terms and conditions of the doc	nment referenced in Items	θΑ or 10Α, as heretofore changed, renains unchanged a	ud in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Type or $_{ m I}$	print)	16A. NAME AND TITLE OF CONTR	ACT ING OFFICER (T	ype or print)
		NADINE PAYNE / CONTRACTING OFFICER TEL: (703) 588-1141	EMAIL: nadine.payne@whs.i	nil
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI		— насторау юсен IS.	16C. DATE SIGNED
		BY Tradene	arme-	
(Signature of person authorized to sign)		(Signature of Contracting Officer)	Ann seems	22-Feb-2007

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

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

SUPPLIES OR SERVICES AND PRICES

CLIN 1001

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

CLIN 1002

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

CLIN 1003

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

CLIN 1004

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

CLIN 1005

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

CLIN 1006

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

CLIN 1007

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

CLIN 1008

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

ACCOUNTING AND APPROPRIATION

Summary	for	the	Payment	Office
---------	-----	-----	---------	--------

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

CLIN 1001:

The contract ACRN AC has been added.

CLIN 1002:

The contract ACRN AC has been added.

CLIN 1003:

The contract ACRN AC has been added.

CLIN 1004:

The contract ACRN AC has been added.

CLIN 1005:

The contract ACRN AC has been added.

CLIN 1006:

The contract ACRN AC has been added.

CLIN 1007:

increased by(b)(4) from \$0.00 t (b)(4)

The contract ACRN AC has been added.

CLIN 1008:

The contract ACRN AC has been added.

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC
POP 01-APR-2007 TO N/A N/A

31-MAR-2008

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2007 TO N/A N/A
31-MAR-2008 FOB: Destination

AMENTALISM OF COLLOW	1. CONTRACT	ID CODE	PAGE OF PAGES			
AMENDMENT OF SOLICITA	J		1 3			
2. AMENDMENT/MODIFICATION NO.	DMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO.				NO.(Ifapplicable)	
P00005	01-Mar-2007	H9126860320002000				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (Ifother than item6)	COI	DE HQ003	34	
WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	, , , , , , , , , , , , , , , , , , , ,	DODWHS/ACQUISITION & PROCUREMENT OFF ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	fice			
8. NAME AND ADDRESS OF CONTRACTOR (No. Street County. S	₹ate and Zip Code)	9A. AMENDMI	ENT OF SOL	LICITATION NO.	
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY OR SUITE 300 ORLANDO FL 32826-3009	ivo, alou, county, i	The diazip code;	9B. DATED (SI	EE ITEM 11)	
		X	10 A. MOD. OF HQ0034-06-F-1	CONTRACT	I/ORDER NO.	
			10B. DATED (SEE ITEM	13)	
CODE ONF98	FACILITY COD	•	ZO MAI ZOOC			
		PPLIES TO AMENDMENTS OF SOLICIT				
The above numbered solicitation is amended as set forth Offer must acknowledge receipt of this amendment prior		· · · · L	is extended,	is not exten	ded.	
(a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a re RECEIVED AT THE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this an provided each telegram or letter makes reference to the second of the sec	copies of the amendmen ference to the solicitation a E RECEIPT OF OFFERS I endment you desire to cha solicitation and this amend	it; (b) By acknowledging receipt of this amendment o and amendment numbers. FAILURE OF YOUR ACT PRIOR TO THE HOUR AND DATE SPECIFIED M nge an offer already submitted, such change may be n	on each copy of the of KNOWLED GMENT IAY RESULTIN made by telegrann or let	TO BE		
		O MODIFICATIONS OF CONTRACTS'C T/ORDER NO. AS DESCRIBED IN ITEM				
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGESSET FORTH IN	TITEM 14 ARE N	IADE IN TH	ΙΈ	
X B. THE ABOVE NUMBERED CONTRACT/C office, appropriation date, etc.) SET FORT	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 4	CHANGES (such: 43.103(B).	as changes in	ı paying	
C. THIS SUPPLEMENT AL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and	authority)					
E. IMPORTANT: Contractor X is not, [is required to sig	n this document and return co	opies to the issuing	g office.		
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: mellison07741 Modification reason: This modification is written to update assigned CO notification in the Invoicing Instructions Clause. See continuation page. Except as provided herein, all terms and conditions of the document referenced in Item9A or 10A, as hereto fine changed, remains unchanged and in full force and effect. 15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)						
, , , 		MICHAEL MURTHA/CONTRACTING OFFICER TEL: (703) 588-1109	R EMAIL: michael.mu	ırtha@whs.mil	• '	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI		CA		C. DATE SIGNED 1-Mar-2007	
(Signature of person authorized to sign)		(Signature of Contracting Offic	er)	U	-MA -2001	

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

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

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

[&]quot;Admin DoDAAC" field enter HQ0034

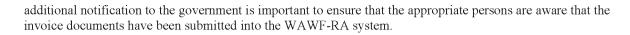
[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM2

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

HQ0034-06-F-1080 P00005 Page 3 of 3



	1. CONTRACTID COL	E PAGE OF PAGES		
AMENDMENT OF SOLICITA	J	1 1 4		
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5, PR(DJECTNO.(Happlicable)
P00006	31-Mar-2008	H9126860320002000		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	CODE	HQ0034
WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901		DODMHS/ACQUISITION & PROCUREMENT OFFIC ROSSLYN PLAZA NORTH, SUITE 12063 1156 DEFENSE PENTAGON WASHINGTON DC 20301-1155	Ē	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	State and Zip Code)	9A. AMENDMENT (F SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009	,, , , .		9B. DATED (SEE ITH	EM 11)
		X	10 A. MOD. OF CONT HQ0034-06-F-1080	'RACT/ORDER NO.
			10B. DATED (SEE I'	 ΓΕΜ 13)
CODE ONF98	FACILITY COD		28-Mar-2006	*
11, 1	HISITEM ONLY A	PPLIES TO AMENDMENTS OF SOLICITA	TIONS	
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer i	s extended, is n	ot extended.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a ref RECEIVED ATTHE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this ama provided each telegram or letter makes reference to the se	copies of the amendmen erence to the solicitation a RECEIPTOF OFFERS I endment you desire to cha	tt; (b) By acknowledging receipt of this amendment on and amendment numbers. FAILURE OF YOUR ACKN PRIOR TO THE HOUR AND DATE SPECTFIED MA nge an offer already submitted, such change may be mad	each copy of the offer subm OWLED GMENTTO BE Y RESULTIN le by telegram or letter,	itted:
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)			
See Schedule	() PDI 100 00 7 7 7	O LODNEY OF THE COLUMN LONG OF T	S.E.D.G	
IT MODIF	TESTHE CONTRAC	O MODIFICATIONS OF CONTRACTS ORI T/ORDER NO. AS DESCRIBED IN ITEM 1	4.	
A. THIS CHANGE ORDER IS ISSUED PURSU. CONTRACT ORDER NO. IN ITEM 10 A.	ANT TO: (Specify a	othority) THE CHANGES SET FORTH IN T	TEM 14 ARE MADE	IN THE
	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 43		iges in paying
C. THIS SUPPLEMENT AL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:		
X D. OTHER (Specify type of modification and a Unilateral modification pursuant to FAR 52.21				
E. IMPORTANT: Contractor X is not.	is required to sig	n this document and return cop	ies to the issuing offic	,
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: skodaca086 The purpose of this modification is to exercise:	44		on/contract subject ma	tter
Except as provided herein, all terms and conditions of the do				
15A. NAME AND TITLE OF SIGNER (Type or p	orint)	16A. NAME AND TITLE OF CONTR EDWARD CHEVALIER / CONTRACTING OFFICER TEL: (703) 588-1295		_
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI			16C. DATE SIGNED
		BY EChur	<u></u>	
(Signature of person authorized to sign)		(Signature of Contracting Officer))	20-Feb-2008

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

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

SUPPLIES OR SERVICES AND PRICES

CLIN 2001

The option status has changed from Option to Option Exercised.

CLIN 2002

The option status has changed from Option to Option Exercised.

CLIN 2003

The option status has changed from Option to Option Exercised.

CLIN 2004

The option status has changed from Option to Option Exercised.

CLIN 2005

The option status has changed from Option to Option Exercised.

CLIN 2006

The option status has changed from Option to Option Exercised.

CLIN 2007

The option status has changed from Option to Option Exercised.

CLIN 2008

The option status has changed from Option to Option Exercised.

ACCOUNTING AND APPROPRIATION

Summary	for	the	Payme	ent	Office

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

CLIN 2001:

The contract ACRN AD has been added.

CLIN 2002:

The contract ACRN AD has been added.

CLIN 2003:

The contract ACRN AD has been added.

CLIN 2004:

The contract ACRN AD has been added.

CLIN 2005:

The contract ACRN AD has been added.

CLIN 2006:

The contract ACRN AD has been added.

CLIN 2007:

The contract ACRN AD has been added.

CLIN 2008:

AN ITEMPO ITEMP OF COLLECTE	1. CONTRACTID CODE	PAGE OF PAGES		
AMENDMENT OF SOLICITA	J	1 4		
2. AMENDMENT MODIFICATION NO. 3	EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5, PRO:	ECTNO.(Ifapplicable)
P00007	01-May-2008	H9126860320002000		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item6)		Q0034
WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901		DODMHS/ACQUISITION & PROCUREMENT OFFI ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CE	
 NAME AND ADDRESS OF CONTRACTOR (N JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 	No., Street, County, S	State and Zip Code)	9A. AMENDMENT OF 9B. DATED (SEE ITE)	
ORLANDO FL 32826-3009			10A. MOD. OF CONT	•
		X	HQ0034-06-F-1080 10B. DATED (SEE IT	
CODE ONF98	FACILITY COD	DE X	28-Mar-2006	-
11, T	HISITEM ONLY A	PPLIES TO AMENDMENTS OF SOLICIT	ATIONS	
The above numbered solicitation is amended as set forth i	n Item 14. The hour and	date specified for receipt of Offier	is extended, is not	extended.
Offer must acknowledge receipt of this amendment prior to a) By completing Items 8 and 15, and returning or (c) By separate letter or telegramwhich includes a reference TVED ATTHE PLACE DESIGNATED FOR THE REJECTION OF YOUR OFFER. If by virtue of this amen provided each telegram or letter makes reference to the so	copies of the amendmen rence to the solicitation t RECEIPTOF OFFERS I adment you desire to char	tt. (b) By acknowledging receipt of this amendment or and amendment numbers. FAILURE OF YOUR ACK PRIOR TO THE HOUR AND DATE SPECTFIED M. nge an offer already submitted, such change may be m	n each copy ofthe offer submit NOWLED GMENTTO BE AY RESULTIN ade by telegramor letter,	red:
12. ACCOUNTING AND APPROPRIATION DATE	TA (If required)			
See Schedule				
IT MODIF	IESTHE CONTRAC	OMODIFICATIONS OF CONTRACTS/OF T/ORDER NO. AS DESCRIBED IN ITEM	14.	
A. THIS CHANGE ORDER IS ISSUED PURSUA CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify α	uthority) THE CHANGESSET FORTH IN	ITEM 14 ARE MADE I	N THE
B. THE ABOVE NUMBERED CONTRACT/OR office, appropriation date, etc.) SET FORTE				es in paying
C. THIS SUPPLEMENT AL AGREEMENT ISE		RSUANT TO AUTHORITY OF:		
X D. OTHER (Specify type of modification and a Bilateral modification pursuant to mutual agree		rties.		
E. IMPORTANT: Contractor is not,	is required to sig	n this document and return 1 co	pies to the issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: skodaca089 The purpose of this modification is to add contra	ATION (Organized		ion/contract subject mat	er
Except as provided herein, all terms and conditions of the doc	ument referenced in Items	0A or 10A, as heretofore changed, renaíns unchanged	l and in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)				
		EDWARD CHEVALIER / CONTRACTING OFFICE TEL: (703) 588-1295	ER EMAIL: ed.chevalier@whs.mi	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	15/1	A	16C, DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Office	<u>(1)</u>	01-May-2008

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

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

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).

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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

[&]quot;Admin DoDAAC" field enter HQ0034

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM1

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

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 -	CONT	'INUA'	LION	SHEET

SOLICITATION/CONTRACT FORM

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

SUPPLIES OR SERVICES AND PRICES

CLIN 2009 is added as follows:

ITEM NO SUPPLIES/SERVICES

2009

QUANTITY UNIT

UNIT PRICE (b)(4)

<u>AMOUNT</u> (b)(4)

Option Yr 2: Junior Administrarion Asst

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

NET AMT

(b)(4)

ACRN AD

(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

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

CLIN 2009:

Funding on CLIN 2009 is initiated as follows:

ACRN: AD

Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014

Increase (b)(4)

Tota (b)(4)

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-MAY-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

INSPECTION AND ACCEPTANCE

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

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

(End of Summary of Changes)

AN CENTRAL CREATE OF COLLEGE	ELONIA CONTE	TO ATION OF CONTROL OF	1. CONTRACTID CODE	PAGE OF PAGES
AMENDMENT OF SOLICITA	TION/MODIF	TCATION OF CONTRACT	J	1 5
2. AMENDMENT MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. РВОЛ	CTNO.(Happlicable)
P00008	14-May-2008	SEE SCHEDULE		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)		20034
WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901		DODMHS/ACQUISITION & PROCUREMENT OFFIX ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CE	
			9A. AMENDMENT OF	COLICITATION NO
8. NAME AND ADDRESS OF CONTRACTOR (JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300	No., Street, County, 3	State and Zip Code)	9B. DATED (SEE ITEM	
OR LANDO FL 32828-3009			10A. MOD. OF CONTR	*
		X	HQ0034-06-F-1080 10B. DATED (SEE ITE	
CODE ONF98	FACILITY COL	DE X	28-Mar-2006	
11, 5	THISITEM ONLY A	PPLIESTO AMENDMENTS OF SOLICIT.	ATIONS	
The above numbered solicitation is amended as set forth	in Item 14. The hour and	date specified for receipt of Offer	is extended, $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	extended.
Offer must acknowledge receipt of this amendment prior (a) By completing Henrs 8 and 15, and returning or (c) By separate letter or telegram which includes a ret RECEIVED ATTHE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendmer erence to the solicitation ERECEIPTOF OFFERS endment you desire to cha	nt; (b) By acknowledging receipt of this amendment or and amendment numbers. FAILURE OF YOUR ACK: PRIOR TO THE HOUR AND DATE SPECIFIED MA ange an offer already submitted, such change may be ma	n each copy ofthe offer submitt NOWLED GMENTTO BE AY RESULTIN de by telegramor letter,	ed:
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)			
See Schedule				
IT MODII	FIESTHE CONTRAC	FO MODIFICATIONS OF CONTRACTS OF CT/ORDER NO. AS DESCRIBED IN ITEM	14.	
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	nthority) THE CHANGES SET FORTH IN	ITEM 14 ARE MADE IN	THE
	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 4:		es in paying
C. THIS SUPPLEMENT AL AGREEMENT IS: Per mutual agreement betw een the contracting		JRSUANT TO AUTHORITY OF:		
D. OTHER (Specify type of modification and a	nut hority)			
E. IMPORTANT: Contractor is not.	x is required to sig	gn this document and return1co	pies to the issuing office.	
 14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: ellismar0899 A. Modification is written to add additional adm B. Add SubCLINs 2009AA and 2009AB to add C. No further changes. 	95 inistrative support s	ervices.		er
Except as provided herein, all terms and conditions of the do 15A. NAME AND TITLE OF SIGNER (Type or)		16A. NAME AND TITLE OF CONT		pe or print)
		LISA M. MAASS / CONTRACTING OFFICER TEL: 703-588-1105	EMAIL: lisa.maass@whs.mil	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED		Α	16C. DATE SIGNED
		BY	- mandada Contractor Conditions	14-May-2008
(Signature of person authorized to sign)		(Signature of Contracting Office	r)	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

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

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

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

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

[&]quot;Issue by DoDAAC" field enter HQ0034

[&]quot;Admin DoDAAC" field enter HQ0034

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM1

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

(b)(4)

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.

SECT	TION SF 1449 - CONTINU	ATION SHEET				
SOLI	CITATION/CONTRACT I	FORM				
	The total cost of this co	ontract was increas	sed by (b)(4)	from (b)(4)	to (b)(4)	
SUPI	PLIES OR SERVICES AND	PRICES				
	CLIN 2009					
	The CLIN type priced					
	The pricing detail quan The unit price amount			(b)(4) to \$0.00.		
	The total cost of this lin				to UNDEFINED.	
	SUBCLIN 2009AA is added	l as follows:				
ITEM NO 2009AA	SUPPLIES/SER VICES	QUANTITY 11	UNIT Months	UNIT PRICE (b)(4)		AMOUN'
	Option Yr 2: Junior Adm FFP	inistrarion Asst				
	operating unit programs, p correspondence containin conference facility manag PURCHASE REQUEST	g decisions of desi ement and supply	gnated manage management.	e reports and er; and assist in		
				NET AMT	-	(b)(4)

SUBCLIN 2009AB is added as follows:

ACRN AD

					1 4 61 5
ITEM NO 2009AB	SUPPLIES/SERVICES	QUANTITY 10	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
	Option Yr 2: Junior Adm FFP	inistrarion Asst			
	operating unit programs, p correspondence containing conference facility manag PURCHASE REQUEST 1	g decisions of desi ement and supply	gnated manager management.		
				NET AMT	(b)(4)
	ACRN AD				(b)(4)
ACC	OUNTING AND APPROPI	RIATION			
	nary for the Payment Office		ed amount for th	is document was increased b	(b)(4) from
(b)(4)	to (b)(4)				
CLIN	2009:				
decre	AD: 9780100.2020 00000 6 ased by (b)(4) from (b)			CIN 000000000000000000000000000000000000	00000000000) was
	CLIN 2009AA: ng on SUBCLIN 2009AA i	s initiated as follo	ws:		
- 4	ACRN: AD				
(CIN: HQ014880040001200	9AA			
	Acctng Data: 9780100.2020	00000 6010 2599	S49447 DHAC	82014	
J	ncrease (b)(4)				
	Total (b)(4)				
	CLIN 2009AB: ng on SUBCLIN 2009AB i	s initiated as follo	ws:		
	ACRN: AD				
(CIN: HQ014880004000120	09AB			

Acctng Data: 9780100.2020 00000 6010 2599 S49447 DHAC82014

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-MAY-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-JUN-2008 TO N/A N/A

31-MAR-2009 FOB: Destination

(End of Summary of Changes)

A STEAD STORE OF GOLDGIES	ELOND CODIE	TO A THOM OF COMED A CIT	1. CONTRACTID CODE	PAGE OF PAGES
AMENDMENT OF SOLICITA	TION/MODIF	TCATION OF CONTRACT	J	1 8
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE QUISTION/PURCHASE REQ. NO.	5. PROJ	ECTNO.(Ifapplicable)
P00009	10-Dec-2008	SEE SCHEDULE		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item6)		20034
WH'S ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901		DODM-IS/ACQUISITION & PROCUREMENT OFFI ROSSLYN PLAZA NORTH, SUITE 12063 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CE	
			LOA AMENINATENIT OF	SOT TOTAL TRONING
8. NAME AND ADDRESS OF CONTRACTOR (JARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY OR SUITE 300	No., Street, County, S	State and Zip Code)	9A. AMENDMENT OF 9B. DATED (SEE ITEN	
OR LANDO FL 32826-3009			10A. MOD. OF CONTE	*
		X	HQ0034-06-F-1080 10B. DATED (SEE IT)	
CODE ONF98	FACILITY COL	DE X	28-Mar-2006	-
11,	THISITEM ONLY A	PPLIESTO AMENDMENTS OF SOLICIT	ATIONS	
The above numbered solicitation is amended as set forth	ìn Item 14. The hour and	date specified for receipt of Offer	is extended, is not	extended.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a ret RECEIVED ATTHE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies ofthe amendmen erence to the solicitation a E RECEIPTOF OFFERSI endment you desire to cha	nt: (b) By acknowledging receipt of this amendment o and amendment numbers. FAILURE OF YOUR ACK PRIOR TO THE HOUR AND DATE SPECTFIED M ange an offer already submitted, such change may be m	n each copy ofthe offer submit NOWLED GMENTTO BE AY RESULTIN ade by telegramor letter,	ed:
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)			
See Schedule				
IT MODI	FIESTHE CONTRAC	FO MODIFICATIONS OF CONTRACTS/OI OT/ORDER NO. AS DESCRIBED IN ITEM	14.	
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	nthority) THE CHANGESSET FORTH IN	ITEM 14 ARE MADE II	N THE
B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT.	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR 4		es in paying
C. THIS SUPPLEMENT AL AGREEMENT IS		JRSUANT TO AUTHORITY OF:		
X D. OTHER (Specify type of modification and a in accordance w / FAR 52.212-4(c) Changes				
E. IMPORTANT: Contractor is not,	x is required to sig	n this document and return1co	pies to the issuing office.	
14. DESCRIPTION OF AMENDMENT MODIFIC where feasible.) Modification Control Number: condrenl08 The purpose of this modification is to increase Asst. for a Jr. Wanagement Analyst by descop WAWF instructions with a new contact e-mail.	1469 the scope of w ork to bing the Jr. Admin by	o add tw o Senior Management Analysts a o four months and adding the Analyst II for	nd exchange one Jr. Ad	min
Except as provided herein, all terms and conditions of the do 15A. NAME AND TITLE OF SIGNER (Type or		9A or 10A, as heretofore changed, renains unchanged 16A. NAME AND TITLE OF CONT		/pe or print)
· · ·		EDWARD CHEVALIER / CONTRACTING OFFICE TEL: (703) 588-1295		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	D 16B, UNITED STATES OF AMERIC		16C. DATE SIGNED
(Senative of severe outlines 14 min)		BY Construction Office		08-Dec-2008
(Signature of person authorized to sign)	1	(Signature of Contracting Office	1 <i>7</i>	I

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

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

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

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

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

[&]quot;Issue by DoDAAC" field enter HQ0034

[&]quot;Admin DoDAAC" field enter HQ0034

[&]quot;Payment DoDAAC" field enter HQ0338

[&]quot;Ship to Code/EXT" field enter HQ0034 OSDTM1

[&]quot;Inspect By DoDAAC/EXT" field HQ0148

[&]quot;LPO DoDAAC/EXT fields (leave blank) ALWAYS leave blank.

(b)(4)

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.

SECT	TION SF 1449 - CONTINU	ATION SHEET				
SOLI	CITATION/CONTRACT I	FORM				
	The total cost of this co	ontract was increas	sed by (b)(4)	from (b)(4)	te(b)(4)	
SUPF	PLIES OR SERVICES AND	PRICES				
	SUBCLIN 2009AB The pricing detail quan The total cost of this lin	ne item has decrea		0.00 to 6.00. from(b)(4)	to(b)(4)	
ITEM NO 2010	SUPPLIES/SERVICES SME (Senior Management FFP Senior Management Anal PURCHASE REQUEST	yst in accordance		UNIT PRICE (b)(4)		AMOUNT (b)(4)
				NET AMT	-	(b)(4)

NET AMT

CLIN 2011 is added as follows:

ACRN AF

HQ0034-06-F-1080 P00009 Page 4 of 8

AMOUNT

2011 Months \$0.00 SME (Senior Management Analyst) FFP Senior Management Analyst in accordance with the SOW. PURCHASE REQUEST NUMBER: HQ014880040009508 **NET AMT** \$0.00 SUBCLIN 2011AA is added as follows: **AMOUNT** ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE (b)(4) 2011AA Months (b)(4)Partial Funding for CLIN 0002 FFP PURCHASE REQUEST NUMBER: HQ014880040009508 (b)(4) NET AMT (b)(4)ACRN AF SUBCLIN 2011AB is added as follows: ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT (b)(4)(b)(4)2011AB 4 Months Partial Funding for CLIN 0002 PURCHASE REQUEST NUMBER: HQ014880040009508 (b)(4) NET AMT (b)(4)ACRN AE

UNIT

QUANTITY

ITEM NO

SUPPLIES/SERVICES

CLIN 2012 is added as follows:

UNIT PRICE

ITEM NO 2012	SUPPLIES/SERVICES	QUANTITY 4	UNIT Months	UNIT PRICE (b)(4)	AMOU (b)(4)
	Analyst II (Junior Manage FFP	ement Analyst)	2,10,110		
	Analyst II in accordance v PURCHASE REQUEST		4880040009508	3	
				NET AMT	(b)(4)
	ACRN AE			NLI AVII	(b)(4)
ACC	OUNTING AND APPROP	RIATION			
Summ	nary for the Payment Office				
(b)(4)	As a result of this modificate to (b)(4)	ion, the total fund	ed amount for th	nis document was increased by	(b)(4) from
SUBG	CLIN 2009AB:				
by (b)		010 2599 S49447 q (b)(4)	DHAC82014 (0	CIN HQ01488000400012009A	AB) was decreased
	2010: ing on CLIN 2010 is initiate	ed as follows:			
	ACRN: AF				
(CIN: HQ014880040009508	0001			
	Acctng Data: 9790100.1120	00000 1019 2599	S49447 DSAC	90077	
1	increase (b)(4)				
13	Total: (b)(4)				
	CLIN 2011AA: ing on SUBCLIN 2011AA i	is initiated as follo	ws:		
	ACRN: AF				
(CIN: HQ014880040009508	0002AA			
	Accing Data: 9790100.1120	00000 1019 2599	S49447 DSAC	90077	
]	Increase (b)(4)				
	Total: (b)(4)				

UІС

	LIN 2011AB: ag on SUBCLIN 2011AB is	initiated as follows:		
Α	CRN: AE			
C	IN: HQ01488004000950800	002AB		
A	cetng Data: 9790100.2020 0	0000 6010 2599 S4	9447 DHAC92051	
In	crease (b)(4)			
Ţ	otal (b)(4)			
CLIN :	2012: ag on CLIN 2012 is initiated	as follows:		
A	CRN: AE			
C	IN: HQ01488004000950800	003		
Α	cetng Data: 9790100.2020 0	0000 6010 2599 S4	9447 DHAC92051	
In	crease (b)(4)			
T	ota (b)(4)			
	ERIES AND PERFORMAL	NCE		
The fo	llowing Delivery Schedule it	em for SUBCLIN	2009AB has been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-JUN-2008 TO 31-MAR-2009	N/A	N/A FOB: Destination	
To:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

N/A

FOB: Destination

SHIP TO ADDRESS

POP 01-JUN-2008 TO

DELIVERY DATE

09-DEC-2008

N/A

QUANTITY

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

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

N/A

WHS/APSD

HQ0148

BRETT EATON

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 10-DEC-2008 TO

31-MAR-2009

N/A

WHS/APSD

HQ0148

BRETT EATON

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 10-DEC-2008 TO

31-MAR-2009

N/A

WHS/APSD

HQ0148

BRETT EATON

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 10-DEC-2008 TO

N/A

WHS/APSD

HQ0148

31-MAR-2009 **BRETT EATON**

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

INSPECTION AND ACCEPTANCE

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

HQ0034-06-F-1080 P00009 Page 8 of 8

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

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

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

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

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

(End of Summary of Changes)

			L CONTRACTIO	ODE PAGE OF PAGES
AMENDMENT OF SOLICIT	FATION/MODII	FICATION OF CONTRACT	J	1 27
2 AMENDMENT MODIFICATION NO.	3. EFFECTIVE DATE	4. PEQUISITION/PURCHASE REQ. NO.	3.	PROJECTNO (Happlicable)
P00010	01-Apr-2009	SEE SCHEDULE		
6 ISSUED BY CODE	H00034	ADMINISTERED BY (If other than items)	CODE	HQ0034
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 222209		DODMHS/ACQUISITION & PROCUREMENT OFF POSSLYN PLAZA NORTH, SUITE 12063 1195 DEFENSE PENTAGON WASHINGTON DC 20301-1155	ICE	
8. NAME AND ADDRESS OF CONTRACTOR	No Street County	Sate and 7m Code)	9.A. AMENDMEN	F OF SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009	C 1, 10 a creat, somey,	Hate Mid Exp code?	9B. DATED (SEE	
		X	10.A. MOD. OF CC HO0034-06-F-108	NTRACT ORDER NO.
			10B DATED (SEI	E ITEM 13)
CODE ONF98	FACILITY CO		120 1120 2000	
The above numbered solicitation is amended as set fi		APPLIES TO AMENDMENTS OF SOLICIT		s not extended
RECEIVED AT THE PLACE DESIGNATED FOR REJECTION OF YOUR OFFER. If by virtue of this	a reference to the solicitation THE RECUPTOF OFFERS ranged digit you descreto ch he solicitation and this amen	ent, (b) By acknowledging receipt of this amendment of and amendment numbers. FAILURE OF YOUR ACT SPRIOR TO THE HOUR AND DATE SPECTFIED M ange an offer already submitted, such change may be in channel, and is received prior to the opening hour and	NOWLED GMENT TO I AY RESULTIN nde by telegramor letter.	BE
See Schedule		TO LODING LINES OF SOME LODING	PERFE	
IT MO	DIFIESTHE CONTRA	TO MODIFICATIONS OF CONTRACTS O CTORDER NO AS DESCRIBED IN ITEM	14.	
A. THIS CHANGE ORDER IS ISSUED PUR CONTRACT ORDER NO. IN ITEM 103		MIROTRY) THE CHANGES MET FORTH IN	TIEM IT ARE MAI	DE IN THE
B. THE ABOVE NUMBERED CONTRACT office, appropriation date, etc.) SET FO C. THIS SUPPLEMENTAL ACREEMENT	RTH IN ITEM 14. PUR	RSUANT TO THE AUTHORITY OF FAR		hanges in paying
X D. OTHER (Specify type of modification at IAW FAR 52.212-4(c) "Changes"	id authority)			
E IMPORTANT: Contractor is not.	X is required to si	gn this document and return 4 co	pries to the issuing of	fice.
14. DESCRIPTION OF AMENDMENT MODE where feasible Modification Control Number condrent The purpose of this modification is to add Cl Aw and Term Plan for the two Aw and Term exercised. The period of performance for the from (b)(4) from (b)(4) to (b)(4) make the COR both inspector and acceptor conditions remain unchanged. Except as provided berein, all terms and conditions of the conditions of the conditions.	09729 LINS for two Aw and To Option Years will also his Option is April 1, 20) This modification involves and add to the option in the option	erm Option Years (CLINS 3001 through 30) be added. Aw and Term Option Year 1 (CLINS 3001 through 30) 000 through March 31, 2010. The contract cation will change the COR from Frank Willshe COR and the Contract Specialist's e-main of the COR and th	12 and 4001 through INS 3001 through 30 total is increased by son to David Suiter a il addresses. All oth	i 4012). The 012) will be is well as er terms and
15A. NAME AND TITLE OF SIGNER (Type	or print)	16A. NAME AND TITLE OF CONT		R (Type or print)
		EDWARD CHEVALIER / CONTRACTING OFFICE TEL: (703) 696-4042	ER EMAL: edichevalien@v	he mil
15B CONTRACTOR/OFFEROR	15C DATE SIGNE			16C DATE SIGNED
		BY Colu	-	20-Mar-2009
(Signature of person anthonized to sign)		(Signature of Contracting Office	er)	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

wwSUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

<u>INVOICING INSTRUCTIONS</u>

INVOICE INSTRUCTIONS (WHS, A&PO Aug 2006)

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

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

The WHS WAWF-RA point of contact for this contract is the COR and can be reached at (b)(2),(b)(6) or email:

(b)(2),(b)(6) The contractor is directed to use the "2-in-1" format when submitting invoices and receiving reports. When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:

"Issue by DoDAAC" field enter HQ0034

"Admin DoDAAC" field enter HQ0034

"Payment DoDAAC" field enter HQ0338

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

"Inspect By DoDAAC/EXT" field Leave Blank

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

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

Shipment numbers must be formatted as follows:

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

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

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

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

Before closing out of an invoice session in WAWF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email address: (b)(2),(b)(6) in the first email address block and the Contracting Officer's Representative, David Suiter, at (b)(2),(b)(6) in the following block. This additional notification to the government is important to ensure that the appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by (b)(4) from (b)(4) to (b)(4) The 'issued by' organization has changed from DOD/WHS/ACQUISITION & PROCUREMENT OFFICE (b)(2),(b)(6)WASHINGTON DC 20301-1155 WHS ACQUISITION & PROCUREMENT OFFICE (b)(2)(b)(6)**ARLINGTON VA 22209**

The 'administered by' organization has changed from

DOD/WHS/ACQUISITION & PROCUREMENT OFFICE (b)(2),(b)(6)

WASHINGTON DC 20301-1155

WHS ACOUISITION & 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:

ITEM NO 3001 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: LaborEFP	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	(b)(4) AMOUNT
OI HON	The Contractor shall prov Headquarters Services in a			to Washington	
				_	(b)(4)

CLIN 3002 is added as follows:

HQ0034-06-F-1080 P00010 Page 5 of 27

(b)(4)

ITEM NO 3002 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: Jr Ac FFP The contractor shall provisupport of various office to limited to: Research and proofreading, filing, and oprograms, policies, and procontaining decisions of demanagement and supply research.	de advice, recomn functions. These a prepare graphic pr latabases managen ocedures, compos ssignated manager	dministrative ta esentations; perf nent, compile da e reports and co	sks include but not form typing, ata of operating unit orrespondence	AMOUN7 (b)(4)
	ACRN AE			NET AMT	(b)(4)
	CLIN 3003 is added as folk	ows:			
ITEM NO 3003 EXERCISED OPTION	SUPPLIES/SERVICES Award Option Yr 1: Jr Se FFP The Contractor shall provide advice, reco offices in all areas of the second	ide (1) Optional C mmendations, and	documentation		(b)(4)
				NITT AND	(b)(4)

NET AMT

CLIN 3004 is added as follows:

ACRN AE

HQ0034-06-F-1080 P00010 Page 6 of 27

3004	20PPLIES/SERVICES	12	Months	(b)(4)	(b)(4)	
EXERCISED OPTION	Award Option Yr 1: Jr Fa FFP	cilities Spec				
	The Contractor shall prov The Contractor shall prov support of facilities progr space allocations, renovat	ide advice, recomi am management.	nendations, and The contractor:	documentation in		
				NET AMT	(b)(4)	
	ACRN AE				(b)(4)	
(CLIN 3005 is added as folk	ows:				
ITEM NO 3005 EXERCISED	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)	
OPTION	Award Option Yr 1: Com FFP					
	The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.					
				NET AMT	(b)(4)	
	ACRN AE				(b)(4)	

CLIN 3006 is added as follows:

HQ0034-06-F-1080 P00010 Page 7 of 27

AMOUNT (b)(4) ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE (b)(4)3006 Months 12 EXERCISED Award Option Yr 1: COOP & Anti-terrorism OPTION 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. (b)(4) **NET AMT** (b)(4) ACRN AE CLIN 3007 is added as follows: ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE **AMOUNT** 3007 Months (b)(4)(b)(4)12 EXERCISED Award Option Yr 1: Mgmt Analys/ Rpt Supp OPTION **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. (b)(4) **NET AMT** (b)(4) ACRN AE

CLIN 3008 is added as follows:

HQ0034-06-F-1080 P00010 Page 8 of 27

(b)(4)

ITEM NO 3008	SUPPLIES/SERVICES	QUANTITY 1	UNIT Lot	LINIT PRICE (b)(4)	(b)(4)		
EXERCISED OPTION	Award Option Yr 1: TRA FFP	VEL					
	The Contractor shall reimle course of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app						
				NET AMT	(b)(4)		
	ACRN AE				(b)(4)		
(CLIN 3009 is added as follo	ws:					
ITEM NO	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)		
EXERCISED OPTION	Award Option Yr 1: Jr Ad FFP	min Asst					
	The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but are not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.						
				NET AMT	(b)(4)		
				LAT'T LIALI			

CLIN 3010 is added as follows:

ACRN AE

HQ0034-06-F-1080 P00010 Page 9 of 27

AMOUNT (b)(4) QUANTITY UNIT UNIT PRICE (b)(4) ITEM NO SUPPLIES/SERVICES 3010 12 Months EXERCISED Award Option Yr 1: SME OPTION **FFP** Senior Management Analyst in accordance with the SOW (b)(4)**NET AMT** (b)(4) ACRN AE CLIN 3011 is added as follows: ITEM NO SUPPLIES/SERVICES UNIT UNIT PRICE **AMOUNT** QUANTITY 3011 Months \$0.00 Award Option 1: SME FFP Senior Management Analyst in accordance with the SOW **NET AMT** \$0.00 SUBCLIN 3011AA is added as follows: (b)(4) MOUNT (b)(4) ITEM NO SUPPLIES/SERVICES QUANTITY UNIT 3011AA 12 EXERCISED Partial funding for CLIN 3011 OPTION Senior Management Analyst in accordance with the SOW (b)(4) **NET AMT** (b)(4)ACRN AF

SUBCLIN 3011AB is added as follows:

HQ0034-06-F-1080 P00010 Page 10 of 27

ITEM NO 3011AB	SUPPLIES/SERVICES	QUANTITY 12	UNIT	(b)(4)	(b)(4)
EXERCISED OPTION	Partial funding for CLIN 3 FFP	3011			
	Senior Management Analy	st in accordance v	with the SOW		
				NET AMT	(b)(4)
				NET AIVIT	(1.57.4)
	ACRN AG				(b)(4)
(CLIN 3012 is added as follo	ws:			
ITEM NO 3012	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)
EXERCISED OPTION	Award Option 1: Analyst FFP	II			
	Analyst II in accordance v	ith the SOW			
				NET AMT	(b)(4)
	ACRN AF				(b)(4)
(CLIN 4001 is added as follo	ws:			
ITEM NO 4001	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE. (b)(4)	AMOUNT (b)(4)
	Award Option Yr 2: Labor FFP				
	The Contractor shall provi Headquarters Services in a	de Program Mana accordance with th	gement suppor ae SOW.	t to Washington	
					(A.VA)
				NET AMT	(b)(4)

CLIN 4002 is added as follows:

HQ0034-06-F-1080 P00010 Page 11 of 27

ITEM NO 4002 SUPPLIES/SERVICES

QUANTITY 12 UNIT Months UNIT PRICE (b)(4) AMOUNT (b)(4)

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:

ITEM NO 4003 SUPPLIES/SERVICES

QUANTITY

UNIT Months (b)(4)

AMOUNT b)(4)

12 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:

HQ0034-06-F-1080 P00010 Page 12 of 27

(b)(4)

ITEM NO 4004	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	LINIT PRICE (b)(4)	AMOUNT (b)(4)		
1001	Award Option Yr 2: Jr Fac FFP		211011111				
	The Contractor shall prov The Contractor shall prov support of facilities progra space allocations, renovat	ide advice, recomment.	mendations, and The contractor :	documentation in			
				NET AMT	(b)(4)		
(CLIN 4005 is added as follo	ows:					
ITEM NO 4005	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	(b)(4)		
	Award Option Yr 2: Com FFP	mun Mgmt Suppo					
	The Contractor shall provide (1) Optional Communications Specialist Personnel. The Contractor shall provide policy advice, program execution and product development in support of information and communications programs management. The contractor shall provide public affairs services including internal and external communications planning and products, media relation's support, special events coordination, community outreach, crises communications, and other strategic communications practices and innovative uses of technology.						

NET AMT

CLIN 4006 is added as follows:

HQ0034-06-F-1080 P00010 Page 13 of 27

(b)(4)

ITEM NO 4006	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	(b)(4)	(b)(4)		
	Award Option Yr 2: COOP & Anti-terrorism FFP						
	The Contractor shall prov Specialist and (1) Optiona provide analytical and log project management skills continuity capabilities in a	al antiterrorism (A' distical support. The s to support emerge	T) Specialist. The contractor shency, AT and b	The Contractor shall hall provide professional usiness			
				NET AMT	(b)(4)		
	CLIN 4007 is added as follo	ows:					
ITEM NO 4007	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)		
	Award Option Yr 2: Mgmt Analys/Rpt Supp FFP						
	The Contractor shall provide (2) Optional Mgmt Analyst Personnel. The Contractor shall provide advice, recommendations, and documentation in support of all management analysis and reporting. The contractor shall develop and present management reports, analyses and objectives.						

NET AMT

CLIN 4008 is added as follows:

HQ0034-06-F-1080 P00010 Page 14 of 27

ITEM NO 4008	SUPPLIES/SERVICES	QUANTITY 1	UNIT Lot	UNIT PRICE (b)(4)	AMOUNT (b)(4)				
	Award Option Yr 2: TRAVEL FFP								
	The Contractor shall reimle course of providing service be approved by the COR at L. 99-234 and FAR Part 3 Funding Fee does not app	Allowable travel shall							
				NET AMT	(b)(4)				
	CLIN 4009 is added as follo	ows:							
ITEM NO 4009	SUPPLIES/SERVICES	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	(b)(4)				
	Award Option Yr 2: Jr Admin Asst FFP								
	The contractor shall provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but are not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply management.								
				NET AMT	(b)(4)				
	CLIN 4010 is added as follo	ws:							
ITEM NO 4010	SUPPLIES/SERVICES Award Option Yr 2: SME	QUANTITY 12	UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)				
	FFP Senior Management Analy	yst in accordance	with the SOW						
				NET AMT	(b)(4)				
				NET AMT	(b)(4)				

CLIN	401	1	is	added	28	fol	lows:

ITEM NO 4011	SUPPLIES/SERVICES Award Option Yr 2: SME FFP Senior Management Analy	QUANTITY 12 st in accordance	UNIT Months with the SOW.	UNIT PRICE (b)(4)	AMOUNT (b)(4)
				NET AMT	(b)(4)
(CLIN 4012 is added as follo	ws:			
ITEM NO 4012	SUPPLIES/SERVICES Award Option Yr 2: Analy FFP Analyst II in accordance w		UNIT Months	UNIT PRICE (b)(4)	AMOUNT (b)(4)
				NET AMT	(b)(4)
ACC	OUNTING AND APPROPE	RIATION			
Summ	nary for the Payment Office				
from (As a result of this modification b)(4) tq(b)(4)	on, the total funde	ed amount for th	is document was increased by	b)(4)
	13001: ing on CLIN 3001 is initiated	d as follows:			
1	ACRN: AE				
(CIN: 000000000000000000000000000000000000	00000000000			
1	Acctng Data: 9790100.2020	00000 6010 2599	S49447 DHA	292051	
Ī	Increase (b)(4)				
,	Total: (b)(4)				

CLIN 3002: Funding on CLIN 3002 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: (b)(4)
Total (b)(4)
CLIN 3003: Funding on CLIN 3003 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acetng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Tota (b)(4)
CLIN 3004: Funding on CLIN 3004 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Total (b)(4)
CLIN 3005: Funding on CLIN 3005 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: (b)(4)
Total (b)(4)
CLIN 3006: Funding on CLIN 3006 is initiated as follows:

ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)
CLIN 3007: Funding on CLIN 3007 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Tota (b)(4)
CLIN 3008: Funding on CLIN 3008 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase: (b)(4)
Total: (b)(4)
CLIN 3009: Funding on CLIN 3009 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000
Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051
Increase (b)(4)
Total: (b)(4)
CLIN 3010: Funding on CLIN 3010 is initiated as follows:
ACRN: AE
CIN: 000000000000000000000000000000000000

Tota (b)(4)	
SUBCLIN 3011AA: Funding on SUBCLIN 3011AA is initiated as follows:	
ACRN: AF	
CIN: 000000000000000000000000000000000000	
Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077	
Increase (b)(4)	
Tota (b)(4)	
SUBCLIN 3011AB: Funding on SUBCLIN 3011AB is initiated as follows:	
ACRN: AG	
CIN: 000000000000000000000000000000000000	
Acetng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051	
Increase (b)(4)	
Tota (b)(4)	
CLIN 3012: Funding on CLIN 3012 is initiated as follows:	
ACRN: AF	
CIN: 000000000000000000000000000000000000	
Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077	
Increase (b)(4)	
Tota (6)(4)	
DELIVERIES AND PERFORMANCE	
The following Delivery Schedule item has been added to CLIN 3001:	
DELIVERY DATE QUANTITY SHIP TO ADDRESS	UIC

Acctng Data: 9790100.2020 00000 6010 2599 S49447 DHAC92051

Increase (b)(4)

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

N/A

WHS/APSD DAVID SUITER HQ0148

WHS ADMIN AND PROGRAM SUPPORT

DIR

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

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

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

N/A

SHIP TO ADDRESS

UIC

HQ0148

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

N/A

WHS/APSD

HQ0148

DAVID SUITER 31-MAR-2010

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

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

N/A

WHS/APSD DAVID SUITER HQ0148

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

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

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

N/A

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

N/A

WHS/APSD

HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO N/A

31-MAR-2010

N/A

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

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

N/A

WHS/APSD
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO N/A

WHS/APSD HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT DIR

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

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

N/A

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD HQ0148
31-MAR-2010 DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT DIR

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

FOB: Destination

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

DELIVERY DATE
QUANTITY
SHIP TO ADDRESS
UIC

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2010 TO
31-MAR-2011

N/A

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2010 TO
31-MAR-2011

N/A

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

FOB: Destination

HQ0148

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD

31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT

DIR

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

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

HQ0148

POP 01-APR-2010 TO

31-MAR-2011

N/A WHS/APSD

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

N/A

SHIP TO ADDRESS

UIC

HQ0148

POP 01-APR-2010 TO

31-MAR-2011

WHS/APSD

DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT

DIR

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2010 TO

31-MAR-2011

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UІС

POP 01-APR-2010 TO 31-MAR-2011

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

UIC

HQ0148

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS

POP 01-APR-2010 TO N/A WHS/APSD

31-MAR-2011 DA VID SUITER
WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

INSPECTION AND ACCEPTANCE

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

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

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

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

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

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

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

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

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

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

The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 3006: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 3007: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 3008: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 3009: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 3010: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 3011: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT Destination	pection Schedule was added for INSPECT BY Government	r SUBCLIN 3011AA: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT Destination	pection Schedule was added for INSPECT BY Government	r SUBCLIN 3011AB: ACCEPT AT Destination	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 3012: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 4001: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Ins INSPECT AT N/A	pection Schedule was added for INSPECT BY N/A	r CLIN 4002: ACCEPT AT N/A	ACCEPT BY Government

The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	For CLIN 4003: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	or CLIN 4004: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	For CLIN 4005: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sch INSPECT AT N/A	hedule was added f INSPECT BY N/A	or CLIN 4006: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sch INSPECT AT N/A	hedule was added f INSPECT BY N/A	or CLIN 4007: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	For CLIN 4008: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	or CLIN 4009: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	For CLIN 4010: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	For CLIN 4011: ACCEPT AT N/A	ACCEPT BY Government
The following Acceptance/Inspection Sci INSPECT AT N/A	hedule was added f INSPECT BY N/A	or CLIN 4012: ACCEPT AT N/A	ACCEPT BY Government

(End of Summary of Changes)

	TION LODIE	ICATION OF CONTRA CO	1. CONTRACTI	D CODE	PAGE OF PAGES	
AMENDMENT OF SOLICITA	TTON/MODIF	ICATION OF CONTRACT	J		1 15	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECTI	NO.(Ifapplicable)	
P00011	24-Mar-2009	SEE SCHEDULE				
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	COL	E		
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		See Item 6				
8. NAME AND ADDRESS OF CONTRACTOR (No Street County S	State and Zin Code)	9A. AMENDME	ENT OF SOI	LICITATION NO.	
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 13501 INGENUITY DR STE 300	in , miles, water,	- with the state of	9B. DATED (SE	E ITEM 11	1)	
ORLANDO FL 32826-3009			10.A. MOD. OF		•	
			^ HQ0034-06-F-1	080		
CYCLE ONEO	D. OH. III. COD		10B. DATED (X 28-Mar-2006	SEE ITEM	13)	
CODE ONF98	FACILITY COD THISITEM ONLY A	E	20 Mai 2000			
The above numbered solicitation is amended as set forth			is extended.	ìs not exten	ıded.	
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a received ATTHE PLACE DESIGNATED FOR THE REJECTION OF YOUR OFFER. If by virtue of this amprovided each telegram or letter makes reference to the s	copies of the amendmen reference to the solicitation of ERECEIPTOF OFFERS I endment you desire to char	t: (b) By acknowledging receipt of this amendmen and amendment numbers. FAILURE OF YOUR AG PRIOR TO THE HOUR AND DATE SPECIFIED age an offer already submitted, such change may be	t on each copy of the off CKNOWLED GMENT MAY RESULTIN made by telegram or let	ЮВЕ		
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)					
See Schedule						
		O MODIFICATIONS OF CONTRACTS T/ORDER NO. AS DESCRIBED IN ITE				
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	uthority) THE CHANGESSET FORTH I	N ITEM 14 ARE M	IADE IN TI	HE	
X B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FAR	E CHANGES (such a 43.103(B).	as changes ir	n paying	
C. THIS SUPPLEMENTAL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and a	nut hority)					
E. IMPORTANT: Contractor X is not.	is required to sign	n this document and return	copies to the issuing	g office.		
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: condrenl09841 The purpose of this modification is to correct the LOA for CLINS 3001-3010. All other terms and conditions remain unchanged.						
				00.4		
Except as provided herein, all terms and conditions of the do 15A. NAME AND TITLE OF SIGNER (Type or		OA or 10A, as heretofore changed, remains unchang 16A. NAME AND TITLE OF CON			or print)	
TOTAL TRANSIC AREA TITLES OF MONER (Type of	pane)	EDWARD CHEVALIER / CONTRACTING OFF TEL: (703) 696-4042			or princ)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI				C. DATE SIGNED	
		BY EClu	6			
(Signature of person authorized to sign)		(Signature of Contracting Offi	icer)	30	0-Mar-2009	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SUPPLIES OR SERVICES AND PRICES

CLIN 3011

The CLIN type priced has been added.

The pricing detail quantity 12.00 has been added. The unit price amount (b)(4) has been added has been added.

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

from UNDEFINED to (b)(4)

SUBCLIN 3011AA

This SUBCLIN has been renumbered to SUBCLIN 301103.

The CLIN type priced has been deleted.

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

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

deleted.

The pricing detail quantity 12.00 has been deleted. (b)(4)

The unit price amount has decreased b (b)(4)

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

SUBCLIN 3011AB

This SUBCLIN has been renumbered to SUBCLIN 301104.

The CLIN type priced has been deleted.

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

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

deleted.

The pricing detail quantity 12.00 has been deleted. The unit price amount has decreased b (b)(4)

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

to UNDEFINED.

SUBCLIN 300101 is added as follows:

HQ0034-06-F-1080 P00011 Page 3 of 15

ITEM NO 300101	SUPPLIES/SERVICES Correct LOA FFP	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	ACRN AG			NET AMT	\$0.00 (b)(4)
ITEM NO 300201	SUBCLIN 300201 is as SUPPLIES/SERVICES Correct LOA FFP	dded as follows QUANTITY	: UNIT	UNIT PRICE	AMOUNT \$0.00
	ACRN AG			NET AMT	\$0.00 (b)(4)
ITEM NO 300301	SUBCLIN 300301 is ac SUPPLIES/SERVICES Correct LOA FFP	dded as follows QUANTITY	: UNIT	UNIT PRICE	AMOUNT \$0.00
	ACRN AG			NET AMT	\$0.00 (b)(4)

SUBCLIN 300401 is added as follows:

HQ0034-06-F-1080 P00011 Page 4 of 15

ITEM NO 300401	SUPPLIES/SERVICES Correct LOA	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	FFP ACRN AG			NET AMT	\$0.00 (b)(4)
	SUBCLIN 300501 is ac	lded as follows			
ITEM NO 300501	SUPPLIES/SERVICES Correct LOA FFP	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	ACRN AG			NET AMT	\$0.00 (b)(4)
	SUBCLIN 300601 is ac	ided as follows	:		
ITEM NO 300601	SUPPLIES/SERVICES Correct LOA FFP	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	ACRN AG			NET AMT	\$0.00 (b)(4)

SUBCLIN 300701 is added as follows:

HQ0034-06-F-1080 P00011 Page 5 of 15

ITEM NO 300701	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
				NET AMT	\$0.00
	ACRN AG				(b)(4)
	SUBCLIN 300801 is a	dded as follows	:		
ITEM NO 300801	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
20001	Correct LOA FFP				90.00
	ACTIVI AC			NET AMT	\$0.00 (b)(4)
	ACRN AG				
	SUBCLIN 300901 is a	dded as follows	:		
ITEM NO 300901	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Сопесt LÕA FFP				
				NET AMT	\$0.00 (b)(4)
	ACRN AG				(3)(4)

SUBCLIN 301001 is added as follows:

HQ0034-06-F-1080 P00011 Page 6 of 15

ITEM NO 301001	SUPPLIES/SERVICES Correct LOA	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	FFP				
				NET AMT	\$0.00 (b)(4)
	ACRN AG				(6)(4)
	SUBCLIN 301101 is a	dded as follows	i.		
ITEM NO 301101	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
				NET AMT	\$0.00
	ACRN AF				(b)(4)
	SUBCLIN 301102 is added	as follows:			
ITEM NO 301102	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT \$0.00
	Correct LOA FFP				
				NET AMT	\$0.00
	ACRN AG				(b)(4)

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

CLIN 3001:		
AE: 9790100 2020 000 decreased by (b)(4)	00 6010 2599 S49 fron ^{(b)(4)}	2447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300101: Funding on SUBCLIN 3001	101 is initiated as f	follows:
ACRN: AG		
CIN: HQ14883380000	1300101	
Acctng Data: 9790100	.2020 00000 6010	2591 S49447 DHAC92051
Increase: (b)(4)		
Total:(b)(4)		
CLIN 3002:		
AE: 9790100 2020 000 decreased b (b)(4) from	000 6010 2599 S49 om (b)(4) to \$	9447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300201: Funding on SUBCLIN 3002	201 is initiated as f	follows:
ACRN: AG		
CIN: HQ14883380000	1300201	
Acetng Data: 9790100	.2020 00000 6010	2591 S49447 DHAC92051
Increase (b)(4)		
Total (b)(4)		
CLIN 3003:		
AE: 9790100.2020 000 decreased by (b)(4) from	000 6010 2599 S49 om (b)(4) to \$	9447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300301: Funding on SUBCLIN 3003	301 is initiated as f	follows:
ACRN: AG		
CIN: HQ14883380000	1300301	
Acctng Data: 9790100	.2020 00000 6010	2591 S49447 DHAC92051
Increase: (b)(4)		
Total (b)(4)		

CLIN 3004:
AE: 9790100.2020 00000 6010 2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
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 000000000000000000000000000000000000
SUBCLIN 300501: Funding on SUBCLIN 300501 is initiated as follows:
ACRN: AG
CIN: HQ148833800001300501
Acetng 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 000000000000000000000000000000000000
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 000 decreased by (b)(4))00 6010 2599 rom ^{(b)(4)}	9.S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300701: Funding on SUBCLIN 3007	701 is initiated	l as follows:
ACRN: AG		
CIN: HQ14883380000	1300701	
Accing Data: 9790100	.2020 00000 6	6010 2591 S49447 DHAC92051
Increase: (b)(4)		
Total: (b)(4)		
CLIN 3008:		
AE: 9700100 2020 000 decreased by (b)(4) from)00 6010 2500 on (b)(4)	S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300801: Funding on SUBCLIN 3008	301 is initiated	l as follows:
ACRN: AG		
CIN: HQ14883380000	1300801	
Acctng Data: 9790100	.2020 00000 6	5010 2591 S49447 DHAC92051
Increase (b)(4)		
Total (b)(4)		
CLIN 3009:		
AE: 9790100.2020 000 decreased by (b)(4) from	00.6010.2599 on (b)(4)	9 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 300901:	NA 5 1 15	
Funding on SUBCLIN 3009	/OI is initiated	1 as follows:
ACRN: AG		
CIN: HQ14883380000	1300901	
	.2020 00000 6	5010 2591 S49447 DHAC92051
Increase: (b)(4)		
Total (b)(4)		
CLIN 3010:		

AE: 9790100.2020 00000 6010.2599 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
SUBCLIN 301001: Funding on SUBCLIN 301001 is initiated as follows:
ACRN: AG
CIN: HQ148833800001301001
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase (b)(4)
Total (b)(4)
SUBCLIN 301101: Funding on SUBCLIN 301101 is initiated as follows:
ACRN: AF
CIN: HQ014883400011000301101
Acctng Data: 9790100.1120 00000 1019 2599 S49447 DSAC90077
Increase (b)(4)
Total (b)(4)
SUBCLIN 301102: Funding on SUBCLIN 301102 is initiated as follows:
ACRN: AG
CIN: HQ148833800001301102
Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051
Increase: (b)(4)
Total (b)(4)
SUBCLIN 301103:
AF: 9790100 1120 00000 1010 2599 S49447 DSAC90077 (CIN 000000000000000000000000000000000000
SUBCLIN 301104:
AG: 9790100 2020 00000 6010 2591 S49447 DHAC92051 (CIN 000000000000000000000000000000000000
DELIVERIES AND PERFORMANCE

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

HQ0148

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

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

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

HQ0148

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD HQ0148 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD HQ0148 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

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

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO WHS/APSD N/A HQ0148

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2009 TO N/A WHS/APSD

HQ0148 31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

DELIVERY DATE QUANTITY SHIP TO ADDRESS UІС

HQ0148 POP 01-APR-2009 TO N/A WHS/APSD

31-MAR-2010 DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

HQ0148

HQ0148

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

N/A

UIC DELIVERY DATE QUANTITY SHIP TO ADDRESS

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS

POP 01-APR-2009 TO N/A

31-MAR-2010

WHS/APSD

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT DIR

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

FOB: Destination

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

N/A

UIC DELIVERY DATE QUANTITY SHIP TO ADDRESS

POP 01-APR-2009 TO

31-MAR-2010

WHS/APSD

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

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

N/A

WHS/APSD DAVID SUITER HQ0148

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

31-MAR-2010

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

To:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 01-APR-2009 TO

31-MAR-2010

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

(End of Summary of Changes)

AMENDMENT OF SOLICIT	TATION/MODII	FICATION OF CONTRACT	I, CONTRACT	ID CODE	PAGE OF PAGE
AMENDMENT MODIFICATION NO.	3. EFFECTIVE DATE	4 REQUISITION/FURCHASE REQ. NO.		5. PROJEC	TNO (Happlicable)
P00012	27-May-2009	SEE SCHEDULE			
. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (Hother than item6)	co	DE	
WHIS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH MENT ST SUITE 12083 ARLINGTON VA 22209		See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR	No Speet County	Sate and Fin Code	TOA AMENDAI	ENT OF S	OLICITATION NO
JARDON 8 HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32828-3009	C (100, 12166), County,	and and any code)	98. DATED (S		
		2	10A MOD OF HQ0034-06-F-	CONTRA 1080	CT/ORDER NO.
			10B DATED	(SEE ITEM	M 13)
CODE ONF98	FACILITY CO	DE	28-Mar-2006		
		APPLIES TO AMENDMENTS OF SOLICI			
The above numbered solicitation is annuded as set in	with in Item 14. The how zan	date specified for receipt of Office	is edeaded.	is not es	Smided.
RECEIVED AT THE PLACE DESIGNATED FOR PEJECTION OF YOUR OFFER. If by virtue of this provided each tid egranor letter makes reference to the	amendment you desire to chie solicitation and this arm	ange an office already submitted, such change may be	made by telegram or le	olter,	
2 ACCOUNTING AND APPROPRIATION See Schedule	DATA (II requied)				
	TEM APPLIESONLY	TO MODIFICATIONS OF CONTRACTS	ORDERS		
		CT/ORDER NO. AS DESCRIBED IN ITEM			
A THIS CHANGE ORDER IS ISSUED PUR CONTRACT ORDER NO. IN ITEM 102 B. THE ABOVE NUMBERED CONTRACT	ORDER ISMODIFIE	OTOREFLECT THE ADMINISTRATIVE	CHANGES (such		
office, appropriation date, etc.) SET FOLC. THIS SUPPLEMENTAL AGREEMENT		RSUANT TO THE AUTHORITY OF FAR URSUANT TO AUTHORITY OF:	43.103(B).		
D. OTHER (Specify type of modification as IAWFAR 52.212-4(c) "Changes"	nd authority)				
IMPORTANT: Contractor is not.	X is required to si	gn this document and return 1	opies to the ismin	g office.	
14. DESCRIPTION OF AMENDMENT/MODI where feasible.) Modification Control Number: condrent The purpose of this modification is to add or added posisition is May 27, 2009 through C of (b)(4)	091086 ne Assistant Program i	Vanager IV for tive months (CLIN 3013), 1			or this
All other terms and conditions remain uncha	nged,				
Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type		n9A or 10A, as berefore changed, reunius nucliong	The second second		e or print)
		MRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3859	EMAL: Instinuti		
ISB CONTRACTOR/OFFEROR	15C DATE SIGNE	ED 16B. UNITED STATES OF AMERI	CA S. Lue	-	6C, DATE SIGNED 27-May-2009
(Signature of person authorized to sign)		(Signature of Contracting Offi	cer)		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

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

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

SUPPLIES OR SERVICES AND PRICES

SUBCLIN 301103

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

COLUMBUS OH 43218-2264

SUBCLIN 301104

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

CLIN 3013 is added as follows:

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

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: HQ014883380000003

Acctng Data: 9790100 2020 00000 6010 2591 S49447 DHAC92051

Increase (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 27-MAY-2009 TO N/A WHS/APSD HQ0148
31-OCT-2009 DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
(b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

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

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

(End of Summary of Changes)

			1. CONTRACTIO COL	E PAGE OF PAGES
AMENDMENT OF SOLIC	TTATION/MODII	FICATION OF CONTRACT	J	1 1 4
2 AMENDMENT MODIFICATION NO.	3. EFFECTIVE DATE	4. PEQUISITION/PURCHASE REQ. NO.	5 PRO	DECTNO (Happlicable)
P00013	08-Jun-2009	SEE SCHEDULE		
6 ISSUED BY COD	E H00034	7. ADMINISTERED BY (If other than items)	CODE	
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209		See Item 6		
8. NAME AND ADDRESS OF CONTRACT	OR (No. Street County.	State and Zin Code)	9A AMENDMENT O	F SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES, INCORPOR		Har marzap coat		
13501 INGENUITY DR STE 300 ORLANDO FL 32826-3009			9B. DATED (SEE ITI	EM 11)
			10A MOD OF CONT	TRACT ORDER NO.
		×	HO0034-06-F-1080	The Company of the Co
			10B. DATED (SEE I	FEM 13)
CODE ONF98	FACILITY CO		20 1120 2000	
The state of National Assets		APPLIES TO AMENDMENTS OF SOLICE		at administration
The above numbered solicitation is amended as s		ritate specified for receipt of order		of extended.
RECEIVED AT THE PLACE DESIGNATED FOR REJECTION OF YOUR OFFER. If by virtue of	es a reference to the solicitation OR THE RECEIPTOF OFFERS has amendment you descre to th	ent, (b) By acknowledging receipt of this amendment and amendment numbers. FAILURE OF YOUR ACT SPRIOR TO THE HOUR AND DATE SPECIFIED IN ange an offer already submitted, such change may be a chuent, and is received prior to the opening hom and	KNOWLED GMENT TO BE LAY RESULTIN made by telegram or letter.	rtteck
12 ACCOUNTING AND APPROPRIATIO	N DATA (If remured)			
See Schedule				
13 THI	SITEM APPLIESONLY	TO MODIFICATIONS OF CONTRACTS O	ORDERS	
A. THIS CHANGE ORDER IS ISSUED P	URSUANT TO (Specify	CT ORDER NO AS DESCRIBED IN ITEM authority) THE CHANGES SET FORTH D		IN THE
CONTRACT ORDER NO. IN ITEM I	.0A			
		TO REFLECT THE ADMINISTRATIVE		nges in paying
		RSUANT TO THE AUTHORITY OF FAR	43.103(B).	
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D. OTHER (Specify type of modification IAW FAR 52,212-4(c) "Changes"	and authority)			
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Senior Administrative Assistants,	enl091115 tw o CLINS (3014 and 40 ed posisitions is June 8. :	d by UCF section headings, including soliciti 013) to this contract which will increase th 2009 through March 31, 2010 for the curre	ie scope of the work by	two
The contract total is increased from (b)(4)		an increase of (b)(4)		
The Contract total is increased from (EXA.	10(15)(4)	all line ease of PAT		
All other terms and conditions remain und Except as provided been, all terms and conditions of		nO.4 or 10.4. as hereto face changed remains unchanged	ed and in full layer and effect	
15A. NAME AND TITLE OF SIGNER (TV		16A NAME AND TITLE OF CON		Type or print
The second secon	1	KRISTIN FULLER / CONTRACTING OFFICER		N. W. and Thomas
	1	TEL: (703) 696-3859	EMAL: kristin.fuller@whs.n	
15B CONTRACTOR/OFFEROR	15C, DATE SIGNE	BY TUSTUS	5 foller	16C, DATE SIGNED 03-Jun-2009
(Signature of person authorized to sign		(Signature of Contracting Office	er)	GG-GGI I-ZOOS

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

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SOLICITATION/CONTRACT FORM

to (b)(4) fron (b)(4) The total cost of this contract was increased by (b)(4) SUPPLIES OR SERVICES AND PRICES CLIN 3014 is added as follows: AMOUNT (b)(4) UNIT PRICE (b)(4) SUPPLIES/SERVICES UNIT ITEM NO QUANTITY 3014 10 Months Administrative Assistant IV FFP 2 Admin Assistants in accordance with the SOW (b)(4)**NET AMT** (b)(4) ACRN AG CLIN 4013 is added as follows: AMOUNT (b)(4) SUPPLIES/SERVICES UNIT ITEM NO QUANTITY 4013 12 Months Administrative Assistant IV FFP 2 Admin Assistants in accordance with the SOW (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 b to (b)(4) from

NET AMT

CLIN 3014:

Funding on CLIN 3014 is initiated as follows:

ACRN: AG

CIN: HQ014883380000004

Acctng Data: 9790100.2020 00000 6010 2591 S49447 DHAC92051

Increase: (b)(4)

Total (b)(4)

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 08-JUN-2009 TO N/A WHS/APSD HQ0148

31-MAR-2010 DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

POP 01-APR-2010 TO N/A WHS/APSD HQ0148

31-MAR-2011 DAVID SUITER

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

FOB: Destination

INSPECTION AND ACCEPTANCE

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

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

To:

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY
Destination Government Government

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

HQ0034-06-F-1080 P00013 Page 4 of 4

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

The following Acceptance/Inspection Schedule was added for CLIN 4013: INSPECT AT INSPECT BY ACCEPT AT ACCEPT AT ACCEPT BY Destination Government Destination Government

(End of Summary of Changes)

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ISSUED BY CO	DE HQ0034	7. ADMINISTERED BY (If other than items)		COD	E	
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22/209		See Item 6				
NAME AND ADDRESS OF CONTRAC	TOR (No., Street, County,	State and Zip Code)		9A. AMENDME	NT OF S	OLICITATION NO.
JARDON & HOWARD TECHNOLOGIES, INCORPO 13501 INGENUITY DR STE 300 ORLANDO FL32826-3009	•	Н	9B. DATED (SEE ITEM 11)			
		X	19.A. MOD. OF CONTRACT/ORDER NO. HO0034-06-F-1080			
			1	10B DATED (S	EE ITE	(113)
DE ONF98	FACILITY CO		1	28-Mar-2006		
The above numbered solicitation is anended as		APPLIES TO AMENDMENTS OF SOLI		ATIONS is extended.	lisnotes	
RECEIVED AT THE PLACE DESIGNATED : REJECTION OF YOUR OFFER If by virtue of	FOR THE RECEIPTOF OFFERS files amendment you descreto the eto the solicitation and this ame	i and amendment numbers. FAILURE OF YOUR, SPRIOR TO THE HOUR AND DATE SPECTIES range an offer already submitted, such change may adment, and is received prior to the opening hours.	D MA bema	Y RESULTIN de by telegramor lett		
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		TO MODIFICATIONS OF CONTRACT CT/ORDER NO/ASDESCRIBED IN IT				
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C THIS SUPPLEMENTAL AGREEME						
D. OTHER (Specify type of modification IAW FAR 52.212-4(c) "Changes"	n and authority)					
IMPORTANT: Contractor Is no	ot. X is required to si	gn this document and return 1	cop	ies to the issuing	office.	
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The Period of Performance for this adde 2010 through March 31, 2011 for the ne		09 through March 31, 2010 for the curre	ent c	ontract period ar	id April 1	
he contract total is hereby changed fro	to (b)(4)	an increase of (b)(4)				
all other terms and conditions remain un	changed.					
cept as provided herein, all terms and conditions	of the document referenced in Hen	n9A or 10A, as berelo fore changed, remains uncha	an zed :	and in full force and s	effect	
A. NAME AND TITLE OF SIGNER (T		16A NAME AND TITLE OF CO KRISTIN FULLER / CONTRACTING OFFICE	ONTE	CACTING OFFIC	ERTyp	e or print)
ED CYCLETE ACTUAL CONTRACTOR	I am reammence	TEL: (703) 696-3859	T. T.	EMAL: kristin/fuller(_	CO DAME OF CASE
B CONTRACTOR/OFFEROR	15C, DATE SIGNI	ED 16B. UNITED STATES OF AME	KICA	fue	1	6C DATE SIGNED 29-Jul-2009
(Signature of person authorized to sign	14	(Signature of Contracting Of	fficer	1		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text: SOW

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

1. BACKGROUND

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

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

3. STAFFING OBJECTIVES and OUPUTS

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

- 3.1 <u>Security Specialist Support Services</u>: 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 <u>Facilities Specialist Support Services</u>: 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 <u>Communications Management Support Services</u>: 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 <u>Financial Analyst Support Services</u>: 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 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Senior Human Resources Analyst Support Services</u>: 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 <u>Program Management Support Services</u>: 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 <u>Administrative Support Services</u>: 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 <u>Junior Security Specialist Support Services</u>: 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 <u>Junior Facilities Specialist Support Services</u>: 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 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

- 3.14 Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.
 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Administration Assistants:</u> Requirement forThree (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 INTERST

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

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

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

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

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate

- of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
- (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
- (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

- 11.1 General
- 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.
- 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.
- The rights and remedies of the Government provided in this clause shall not be exclusive 11.1.6 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);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract number and/or Task Order number;
 - e. Contract line items numbers and/or sub line item number for; service/delivery rendered;
 - f. Period of Performance covered by invoice;
 - g. Name, title and phone number of person to be notified in case of defective invoices.
 - h. Shipment number

14.0 CONTRACT POC:

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

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

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

SUPPLIES OR SERVICES AND PRICES

CLIN 3015 is added as follows:

3015	Analyst III (Security Analyst)	Months	(b)(4)	(b)(4)
	FFP One Analyst III to provide advice, recomme to multiple offices in all areas of the security			
	ACRN AG		NET AMT	(b)(4)
	CLIN 4014 is added as follows:			
ITEM NO 4014	SUPPLIES/SERVICES QUANTITY 12 Analyst III (Security Analyst) FFP One Analyst III to provide advice, recomme to multiple offices in all areas of the security			AMOUNT (b)(4)
			NET AMT	(b)(4)
ACC	OUNTING AND APPROPRIATION			
	mary for the Payment Office		(b)(4)	
(b)(4)	of this modification, the total funder to (b)(4)	ed amount for ti	his document was increased by	from
	V3015: ing on CLIN 3015 is initiated as follows:			
	ACRN: AG			
	CIN: HQ014883380000004			
	Acctng Data: 9790100.2020 00000 6010 2591 Increase: (b)(4)	S49447 DHAC	C92051	
	Total (b)(4)			

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

POP 03-AUG-2009 TO

31-MAR-2010

N/A

WHS/APSD DAVID SUITER HQ0148

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

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

DELIVERY DATE

QUANTITY

N/A

SHIP TO ADDRESS

UIC

POP 01-APR-2010 TO

31-MAR-2011

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

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

FOB: Destination

INSPECTION AND ACCEPTANCE

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

INSPECT AT

INSPECT BY

ACCEPT AT

ACCEPT BY

Destination

Government

Destination

Government

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

INSPECT AT Destination

INSPECT BY Government

ACCEPT AT Destination

ACCEPT BY Government

The following have been deleted: SOW

(End of Summary of Changes)

A MIENIOMIENIT OF COLLCUTA	1. CONTRACTID COD	E PAGE OF PAGES		
AMENDMENT OF SOLICITA	TION/MODIF	ICATION OF CONTRACT	J	1 11
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE QUISITION/PURCHASE REQ, NO.	5.PRO	JECTNO.(Happlicable)
P00015	09-Nov-2009	SEE SCHEDULE		
6. ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than item 6)	CODE	HQ0034
WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209-2133		WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	_	
 NAME AND ADDRESS OF CONTRACTOR (JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 	No., Street, County, :	State and Zip Code)		F SOLICITATION NO.
OR LANDO FL 32826-3009		_	9B. DATED (SEE ITE 10A. MOD. OF CONT	*
		X	HQ0034-06-F-1080	
CODE ONF98	FACILITY COL	DE. X		2.0.157
		PPLIES TO AMENDMENTS OF SOLICIT	TATIONS	
The above numbered solicitation is amended as set forth	ìn Item 14. The hour and	date specified for receipt of Offer	is extended, is no	et extended.
Offer must acknowledge receipt of this amendment prior (a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a ret RECEIVED AT THE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendmen erence to the solicitation ERECEIPTOF OFFERS: endment you desire to cha olicitation and this amend	nt; (b) By acknowledging receipt of this amendment o and amendment numbers. FAILURE OF YOUR ACT PRIOR TO THE HOUR AND DATE SPECTFIED M nge an offer already submitted, such change may be n	on each copy of the offer submi SNOWLED GMENTTO BE IAY RESULTIN made by telegram or letter,	tted:
12. ACCOUNTING AND APPROPRIATION DA				
		FO MODIFICATIONS OF CONTRACTS/O CT/ORDER NO. AS DESCRIBED IN ITEM		
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	nthority) THE CHANGESSET FORTH IN	TITEM 14 ARE MADE :	IN THE
B. THE ABOVE NUMBERED CONTRACT/O. office, appropriation date, etc.) SET FORT.				ges in paying
C. THIS SUPPLEMENT AL AGREEMENT IS	ENTERED INTO PU	JRSUANT TO AUTHORITY OF:		
X D. OTHER (Specify type of modification and a IAW FAR 52.212-4(c) "Changes"	nut hority)			
E. IMPORTANT: Contractor is not.	X is required to sig	n this document and return 1 co	opies to the issuing office	f _e
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: condrent10. The purpose of this modification is to sw ap our The SOWwill change to eliminate one (1) Mana.	CATION (Organized 28 t tw o (2) positions in	the SOW.	·	
to Staffing Objective 3.4. This modification sha			web one and Graphics	pecialist
All other terms and conditions remain unchang	ed.			
Except as provided herein, all terms and conditions of the do	cument referenced in Item;	9A or 10A, as heretofore changed, renains unchange	d and in full force and effect.	
15A. NAME AND TITLE OF SIGNER (Type or		16A. NAME AND TITLE OF CONT		'ype or print)
· · ·	•	KRISTIN FULLER / CONTRACTING OFFICER TEL: (703) 696-3859	EMAIL: kristin.fuller@whs.m	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	D 16B. UNITED STATES OF AMERIC		16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Office		08-Oct-2009
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SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified: SOW

Washington Headquarters Services Administration and Program Support Directorate Administrative and Professional Services STATEMENT OF WORK January 12, 2006 Revised: August 3, 2009 Revised: October 8, 2009

1. BACKGROUND

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

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

2. PURPOSE

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

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

3. STAFFING OBJECTIVES and OUPUTS

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

- 3.1 <u>Security Specialist Support Services</u>: 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 <u>Facilities Specialist Support Services</u>: 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 <u>Communications Management Support Services</u>: 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 <u>Financial Analyst Support Services</u>: 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 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Senior Human Resources Analyst Support Services</u>: 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 <u>Program Management Support Services</u>: 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 <u>Administrative Support Services</u>: 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 <u>Junior Security Specialist Support Services</u>: 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 <u>Junior Facilities Specialist Support Services</u>: 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 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

- 3.14 Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.

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

Outputs: COOP & AT related documents and presentations.

- 3.15 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Administration Assistants:</u> Requirement forThree (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 INTERST

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

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

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

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

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the Contractor shall not be entitled to reimbursement of any cost incurred in performing this contract or payment of any fee. Further, such costs shall not be allocable or chargeable, directly or indirectly, to any other contract with the Government.
- 10.1.4 The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies of the Government provided by law or under this contract.
- 10.1.5 The Contractor agrees that during performance of the contract and for a period of three (3) years after the completion of performance of this contract, the Contractor, including all divisions thereof, and any affiliate

- of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not:
- (a) Supply information or material received from this contract, to any firm participating in or having a known prospective interest in the subject matter areas for which the sensitive information described in paragraph (i) above was initially submitted, nor enter into any contractual relationship which would affect or appear to affect the equity and integrity of its recommendations.
- (b) Furnish to the United States Government, either as a prime Contractor or as a Subcontractor, any component of any system for which the sensitive information described in paragraph (1) above was initially submitted, that it is not currently obligated to deliver for defense purposes.

11. PERSONAL CONFLICTS OF INTEREST

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

12.0 PAYMENT SCHEDULE:

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

13.0 INVOICES:

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

14.0 CONTRACT POC:

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

(End of Summary of Changes)

A MENDA IENTE OR COLLOR	E PELONIA KODII	ELG LEION OF COMED LOT	L CONTRACTIO CO	DDE PAGE OF PAGES
AMENDMENT OF SOLICI	I ATTON/MODII	FICATION OF CONTRACT	J	1 4
2 AMENDMENT MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUESTION: PURCHASE REQ. NO.	5 P	POJECTNO (Happlicable)
P00016	01-Nov-2009	SEE SCHEDULE		
6 ISSUED BY CODE WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	HQ0034	ADMINISTERED BY (If other than items) WHS ACQUISITION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	CODE	HQ0034
8. NAME AND ADDRESS OF CONTRACTOR	R. (No., Street, County,	State and Zin Code)	9A AMENDMENT	OF SOLICITATION NO.
JARDON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009	,	-	9B. DATED (SEE I'	TEM 11)
			10 A. MOD. OF COR	NTRACT ORDER NO.
		X	HC0034-06-F-1080	
CODE ONF98	FACILITY CO	DE X	10B. DATED (SEE 28-Mar-2006	11EN 15)
		APPLIESTO AMENDMENTS OF SOLICIT	ATIONS	
The above numbered solicitation is anended as set f	orth in Item 14. The hour and	I date specified for receipt of Offer	is extended. is	not extended.
RECEIVED AT THE PLACE DESIGNATED FOR REJECTION OF YOUR OFFER. If by virtue of this	THE RECEIPT OF OFFERS s amendment you destre to the he solicitation and this amen	and amendment numbers FAILURE OF YOUR ACK SPRIOR TO THE HOUR AND DATE SPECTIED M ange an offer already submitted, such change may be in churif, and is received prior to the opening hom and i	AY RESULTIN ade by telegramor letter.	•
See Schedule				
		TO MODIFICATIONS OF CONTRACTS OF CT/ORDER NO/ASDESCRIBED IN ITEM		
	SUANT TO (Specify	authority) THE CHANGES SET FORTH IN		E IN THE
B THE ABOVE NUMBERED CONTRACT office, appropriation date, etc.) SET FO C THIS SUPPLEMENTAL ACREEMENT	RTH IN ITEM 14. PUR	RSUANT TO THE AUTHORITY OF FAR 4		anges in paying
D. OTHER (Specify type of modification at IAW FAR 43.103(a) "Bilateral Modification"				
E. IMPORTANT: Contractor is not.	0	gn this document and return 4 co	pies to the issning off	ice.
14. DESCRIPTION OF AMENDMENT MOD where feasible) Modification Control Number — condren The purposes of this modification are to:	IFICATION (Organize			
Increase the level of effort for CLIN 3013 (301301 and 301302) due to a difference is (b)(4) All other terms and conditions remain unchains.	n the lines of accountin	Change CLIN 3013 to a priced CLIN with tw g (LOA); 3. Increase the total contract value	o (2) informational s ue by (b)(4) froi	
Except as provided berein, all terms and conditions of the		v9.4 or 10.4 as besetafore changed remains unchanged	Land in titl force and effects	
15A. NAME AND TITLE OF SIGNER (Type		16A NAME AND TITLE OF CONT KRISTIN FULLER / CONTRACTING OFFICER		
		TEL (703) 696-3869	EMAL: kristin fuller@vh	lim.s
15B CONTRACTOR/OFFEROR	15C, DATE SIGNI			16C, DATE SIGNED
(Signature of person authorized to sign)	-	(Signature of Contracting Office	1)	30-Oct-2009

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SE	1449 -	CONTINUA	TION SHEET

SOLICITATION/CONTRACT FORM

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

SUPPLIES OR SERVICES AND PRICES

CLIN 3013

The pricing detail quantity has increased by 5.00 from 5.00 to 10.00.

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

SUBCLIN 301301 is added as follows:

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

Provide LOA

FFP

LOA for May 27, 2009 through Oct. 31, 2009.

NET AMT \$0.00

ACRN AH

SUBCLIN 301302 is added as follows:

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

Provide LOA

FFP

LOA for Nov. 1, 2009 through March 31, 2009.

NET AMT \$0.00

ACCOUNTING AND APPROPRIATION

UIC

Summ	ary for the Payment Office			
CLIN				
(b)(4)	.H: 9790100 2020 00000 60 fron ^{(b)(4)} to \$6	010 2591 S49447 DI 0,00	HAC92051 (CIN HQ014883380000003) was deere	eased by
	LIN 301301: ng on SUBCLIN 301301 is	initiated as follows:		
А	CRN: AH			
C	IN: HQ01488338000003			
A	cetng Data: 9790100 2020	00000 6010 2591 S4	49447 DHAC92051	
In	ncrease (b)(4)			
T	ota (b)(4)			
DELIV	VERIES AND PERFORMA	ANCE		
The fo	llowing Delivery Schedule	item for CLIN 3013	has been changed from:	
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 27-MAY-2009 TO 31-OCT-2009	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
			FOB: Destination	
To:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 27-MAY-2009 TO 31-MAR-2010	N/A	WHS/APSD DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)	HQ0148
			FOB: Destination	

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

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

POP 27-MAY-2009 TO N/A 31-OCT-2009

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

DIR

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

FOB: Destination

The following Delivery Schedule item has been added to SUBCLIN 301302:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

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

N/A

WHS/APSD

HQ0148

DAVID SUITER

WHS ADMIN AND PROGRAM SUPPORT

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

FOB: Destination

INSPECTION AND ACCEPTANCE

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

INSPECT AT Destination INSPECT BY Government ACCEPT AT Destination

ACCEPT BY

Government

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

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

The following have been added by full text:

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

(End of Summary of Changes)

AMENDMENT OF SOLICIT	ATION/MODII	ACATION OF CONTRACT	L CONTRACT	ID CODE	PAGE OF PAGES
AMENDMENT OF SOLICIT	ATION/MODII	CATION OF CONTRACT	J		1 3
2. AMENDMENT MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5 PROJECT.	NO (Happlicable)
P00017	23-Dec-2009	SEE SCHEDULE			
6 ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than items)	CO	DE HOOO	34
WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTASON WASHINGTON DIC 20301-1155	WHS ACQUISTION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209				
			In a Carry III	EXPLODE ON	LICITATION NO
 NAME AND ADDRESS OF CONTRACTOR "ARDON & HOWARD TECHNOLOGIES INC 13501 INGENUITY DR SUITE 300 ORLANDO FL 32826-3009 	(No., Street, County,	State and Zip Code)	9B. DATED (S		
			X 10A MOD OF HO0034-06-F-	CONTRAC 1080	T ORDER NO.
			10B. DATED	SEE ITEM	13)
CODE ONF98	FACILITY CO	UE	X 28-Mar-2006		
11	THISITEM ONLY	APPLIESTO AMENDMENTS OF SOLIC	ITATIONS		
The above numbered solicitation is amended as set for	th in Item 14. The hour and	date specified for receipt of Offer	is extended.	is not exter	ided.
(a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which in dudes a RECEIVED ATTHE PLACE DESIGNATED FOR TREJECTION OF YOUR OFFER. If by virtue of this a provided each telegram or letter makes reference to the	reference to the solicitation HE RECUIPTOF OFFERS amendment you descreto th	PRIOR TO THE HOUR AND DATE SPECTIED ange an offer already submitted, such change may be	.KNOWLED OMENT MAY RESULTIN : made by telegram or le	TO BE	
12 ACCOUNTING AND APPROPRIATION D	ATA (If required)				
See Schedule					
13 THIS IT	EM APPLIESONLY	TO MODIFICATIONS OF CONTRACTS	ORDERS		
A. THIS CHANGE ORDER IS ISSUED PURS CONTRACT ORDER NO. IN ITEM 10A	DANT TO (Specify)	CT/ORDER NO ASDESCRIBED IN ITE authority) THE CHANGES SET FORTH I		MADE IN TI	HE.
B. THE ABOVE NUMBERED CONTRACT office, appropriation date, etc.) SET FOR C. THIS SUPPLEMENTAL ACREEMENT 1	TH IN ITEM 14. PUR	SUANT TO THE AUTHORITY OF FAR		as changes u	ı paying
D. OTHER (Specify type of modification and	d authority)				
E. IMPORTANT: Contractor X is not.	is required to si	gn this document and return	copies to the issuin	g office.	
IH. DESCRIPTION OF AMENDMENT MODIL where feasible) Modification Control Number — condren! The purpose of this modification is to:		tby UCF section headings, including solicit	ation contract sub	iect matter	
Provide a line of accounting (LCA) for Info Increase the total funded amount for this of		1302 from (b)(4) td (b)(4)			
All other terms and conditions remain unchar	nged.				
Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type of		19A or 10A, as hereto fore changed, remains unchang 16A. NAME AND TITLE OF CON KRISTIN FULLER / CONTRACTING OFFICER TEL (703) 896-3859	TRACTING OFFI	CER (Type	or paint (
15B CONTRACTOR/OFFEROR	15C DATE SIGNE		2 4	Oe.	C. DATE SIGNED
(Signature of person anthonzed to sign)	-	(Signature of Contracting Offi	icer')		6-Jan-2010

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

ACCOUNTING AND APPROPRIATION

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

SUBCLIN 301302:

AJ: 9700100.2020 00000 6010.2591 S49447 DHAC03001 (CIN HQ014893030001001) was increased by from \$0.00 t (b)(4)

The contract ACRN AJ has been added.

The CIN HQ014893030001001 has been added.

DELIVERIES AND PERFORMANCE

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

DELIVERY DATE
QUANTITY
SHIP TO ADDRESS
UIC

POP 27-MAY-2009 TO N/A
31-OCT-2009

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

FOB: Destination

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

DELIVERY DATE
QUANTITY
SHIP TO ADDRESS
UIC

POP 01-NOV-2009 TO N/A
31-MAR-2010
WHS/APSD HQ0148
DAVID SUITER
WHS ADMIN AND PROGRAM SUPPORT
DIR
(b)(2),(b)(6)

FOB: Destination

(End of Summary of Changes)

AMENDMENT OF SOLICIT	'ATION/MODII	TICATION OF CONTRACT	1. CONTRACTID CODE	PAGE OF PAGES
AMENDMENT OF SOLICIT	AHOMMODII	FICATION OF CONTRACT	J	1 25
2 AMENDMENT MODIFICATION NO	3. EFFECTIVE DATE	4. PEQUISTION PURCHASE REQ. NO.	5 PROJE	CTNO (Happlicable)
P00018	01-Apr-2010	SEE SCHEDULE		
6 ISSUED BY CODE WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	HQ0034	T. ADMINISTERED BY (If other than items) WHS ACQUISTION & PROCUREMENT OFFICE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209	CODE HO	0034
NAME AND ADDRESS OF CONTRACTOR JAPON & HOWARD TECHNOLOGIES, INCORPORAT 2710 DISCOVERY DR STE 100 ORLANDO FL 32826-3009	(No., Street, County,	State and Zip Code)	9A. AMENDMENT OF S 9B. DATED (SEE ITEM)	11)
		X	10A MOD OF CONTRA HO0034-06-F-1080	
CODE ONF98	E CORT 17617 (5/6)	X	10B DATED (SEE ITE) 28-Mar-2006	M 15)
	FACILITY CO	APPLIESTO AMENDMENTS OF SOLICIT		
The above numbered solicitation is amended as set fo			is extended. is not e	etandad
RECEIVED AT THE PLACE DESIGNATED FOR. REJECTION OF YOUR OFFER. If by virtue of this provided each relegious deficient mikes reference to the provided each relegious	THE RECEIPTOF OFFERS amendment you descreto ch e solicitation and this amen	and amendment numbers FAILURE OF YOUR ACK SPRIOR TO THE HOUR AND DATE SPECTIED ME ange an offer already submitted, such change may be in iduald, and is received prior to the opening hour and i	AY PESULTIN ade by telegramor letter.	
See Schedule				
	DIFIESTHE CONTRA	TO MODIFICATIONS OF CONTRACTS OF CTORDER NO AS DESCRIBED IN ITEM STATEMENT THE CHANGES SET FORTH IN	14.	TUE
CONTRACT ORDER NO. IN ITEM 10A				
B. THE ABOVE NUMBERED CONTRACT office, appropriation date, etc.) SET FOR C. THIS SUPPLEMENTAL ACREEMENT	TH IN ITEM 14. PUR	RSUANT TO THE AUTHORITY OF FAR 4		s in paying
X D. OTHER (Specify type of modification an IAW FAR 52.217-9 Option to Extend the Te	danthority) rm of the Contract			
E IMPORTANT: Contractor is not.	X is required to si	gn this document and refurn 4 co	pies to the issuing office.	
I4. DESCRIPTION OF AMENDMENT MODE where feasible.) Modification Control Number—condrent: The purposes of this modification are: 1) to through 4015); 2) to increase the total awar (modifying section 6.1 and adding section 6 contract, including the WAWF instructions, sections).	FICATION (Organized) 10561 exercise the fourth open of amount by (b) (4) 1.1) to include verbian with the COR change.	otion period (Aw and Term Option Tw o) for to from (b)(4) to 4(b)(4) ge about telew ork and alternate w ork sche	this contract (CLINS 4001	V
All other terms and conditions remain unchar Except as provided berein, all terms and conditions of the 15A, NAME AND TITLE OF SIGNER (Type of	document referenced in Item	19A or 19A, as heretofore changed, remains unchanged 16A. NAME AND TITLE OF CONT REISTIN FULLER / CONTRACTING OFFICER TEL. (703) 696-3959		se or paint (
15B CONTRACTOR/OFFEROR	15C DATE SIGNE			16C, DATE SIGNED
(Signature of person anthorized to sign)		(Signature of Contracting Office	a')	19-Feb-2010

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified: SOW

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

Revised: August 3, 2009 Revised: October 8, 2009 Revised: February 19, 2010

1. BACKGROUND

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

The work performed shall be accomplished by several Contractor personnel in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), Title 44 United States Code, Title 41 CFR, DoD Directive 5015.2, 41 CFR PART 102-3, 2001 Federal Advisory Committee Act (FACA) Final Rule, OMB Circular No. A-135, Federal Preparedness Circular 65, DoD Instruction 2000.16, DoD Information Security Program (U), 5200.1-R, Industrial Security Manual for Safeguarding Classified Information (U), DoD 5220.22-C, Information Operations Security Classification Guidance (U), DoD 0-3600.02, and supplemental regulations as appropriate.

3. STAFFING OBJECTIVES and OUPUTS

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

- 3.1 <u>Security Specialist Support Services</u>: 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 <u>Facilities Specialist Support Services</u>: 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 <u>Communications Management Support Services</u>: 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 <u>Financial Analyst Support Services</u>: 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 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Senior Human Resources Analyst Support Services</u>: 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 <u>Program Management Support Services</u>: 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 <u>Administrative Support Services</u>: 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 <u>Junior Security Specialist Support Services</u>: 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 <u>Junior Facilities Specialist Support Services</u>: 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 <u>Communications Management Support Services</u>: Requirement for One (1) Communications Specialist with a minimum of five years experience in communications, public affairs, public relations, marketing, event planning, journalism or a related field to provide police advice, program execution and product development in support of information and communications programs management. The Contractor shall provide public affairs services including internal and external emergency communications planning and products, media relation's support, special events coordination, community outreach, crises communications, new employee orientation program and other strategic communications practices and innovative uses of technology.
- 3.13.1 Communication Specialists shall provide written communications plans, news articles, speeches, web site content, reports, press and promotional materials for publication and support for program objectives.
- 3.13.2 Web Site and Graphics Specialist shall design, construct and maintain web pages, websites and promotional materials; develop graphics-enhanced presentations, photography and video productions; and provide support for program objectives.
- 3.13.3 Prepare program agenda and develop printed materials with corresponding website content; Present organization mission and objectives to new employees.

Outputs: Public affairs related products.

- 3.14 Continuity of Operations (COOP) & Antiterrorism (AT) Program Support Services: Requirement for One (1) Continuity of Operations (COOP) Specialist and One (1) Antiterrorism (AT) Specialist to provide analytical and logistical support. The Contractor shall provide professional project management skills to support emergency, AT and business continuity capabilities in accordance with Government regulations, have the ability to travel and attend government-sponsored training. The Contractor shall also prepare accurate and detailed meeting minutes. Services shall include but are not limited to:
- 3.14.1 Continuity of Operations (COOP) Specialist shall develop and maintain COOP Plans and procedures in accordance with Federal Preparedness Circular 65. Conduct COOP training, planning, and exercises.
 Manage plans and procedures for Alternate Operating Facilities. Develop COOP related web site content. Develop and conduct Business Impact Analysis.
- 3.14.2 Antiterrorism (AT) Specialist shall develop and maintain Antiterrorism Plans and procedures in accordance with DoD Instruction 2000.16. Conduct AT training, planning, and exercises. Perform Terrorist Incident Response management and Vulnerability and Criticality Assessments. Develop AT related web site content.

Outputs: COOP & AT related documents and presentations.

- 3.15 <u>Management Analysis and Reporting Support Services</u>: 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 <u>Administration Assistants:</u> Requirement forThree (3) Junior Administration Assistants and Two (2) Sr. Administration Assistants to provide advice, recommendations, and documentation in support of various office functions. These administrative tasks include but not limited to: Research and prepare graphic presentations; perform typing, proofreading, filing, and databases management, compile data of operating unit programs, policies, and procedures, compose reports and correspondence containing decisions of designated manager; and assist in conference facility management and supply manage
- 3.17 Program Management Assistance: Requirement for One(1) Program Manager Assistant to provide advice, recommendations, and documentation in support of all management analysis and reporting.

4. PERFORMANCE MANAGEMENT

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

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

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

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

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

- 4.2 Status Reports: The Contractor shall submit to the COR, electronically, a Monthly Status Report (MSR). The MSR shall focus on contractual items, such as travel cost expenditures, performance, personnel, schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSR shall be approved by the COR. The Contractor shall prepare a MSR that includes:
 - Status Report on all services
 - Schedule for new activities
 - Existing and potential problem areas and proposed resolution and timelines
 - Recommendations for improvements

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

5. SECURITY

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

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

6. GOVERNMENT FURNISHED MATERIALS AND FACILITIES

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

6.1.1 Operating Hours And Government Closures

The operating hours WHS consists of an eight-hour daily work schedule, which can begin not earlier than 6:30 AM and end not later than 6:30 PM, Monday through Friday. The generally operating hours are 8:30 AM through 5:00 PM. Alternate Work Schedule (AWS) consists of eight 9-hour workdays, one 8-hour workday and one day off per two week timeframe. If the contractor prefers to work an AWS, it must be approved by and coordinated with the COR.

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

7. TRAVEL

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

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

8. TRAINING and EDUCATION

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

9. WORK HOURS, LOCATIONS AND GOVERNMENT CLOSURES

- 9.1 Work Hours. Work hours shall consist of a 40 hour work week, unless otherwise requested and approved by the COR. The general operating hours under this contract are 7:30 AM through 4:30 PM. Overtime Hours may be required and shall be approved by the COR in writing in advance of any overtime worked.
- 9.2 Work Locations. The Contractor is permitted to work from home if approved by the COR or at an alternate Government location. Individual Contractor personnel may be designated as essential personnel to support contingency operations at alternate Government locations during actual emergencies and emergency exercises.
- 9.3 Government Closures. Unless required under the terms of the contract or authorized by the Contracting Officer, the Contractor shall not work on any of the following holidays and the Government observed legal holiday.

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

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

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

10. ORGANIZATIONAL CONFLICT OF INTERST

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

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

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

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

- 10.1.2 If after award, the Contractor discovers an organizational conflict of interest, with respect to this contract, it shall make an immediate and full disclosure in writing to the Contracting Officer. The disclosure shall include identification of the conflict, the manner in which it arose, and a description of the action the Contractor has taken or proposes to take to avoid, eliminate or neutralize the conflict. The Government may, however, terminate the contract.
- 10.1.3 In the event that the Contractor was aware of an organizational conflict of interest prior to award of this contract and did not disclose the conflict to the Contracting Officer or becomes aware of an organizational conflict of interest after award of this contract and does not disclose the conflict of interest within ten (10) working days of becoming aware of such conflict, the Government may terminate the contract and the

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

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

11. PERSONAL CONFLICTS OF INTEREST

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

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

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

12.0 PAYMENT SCHEDULE:

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

13.0 INVOICES:

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

14.0 CONTRACT POC:

Ms. Kristin S. l	Fuller
Contracting Of	ficer
Washington He	eadquarters 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)	
The total cost of this believed was mercused by	HOIN	14	

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 el	nanged from No S	tatus to Option	Exercised.	
	CLIN 4012 The option status has cl	nanged from No S	tatus to Option	Exercised.	
	CLIN 4013 The option status has cl	nanged from No S	tatus to Option	Exercised.	
	CLIN 4014 The option status has cl	nanged from No S	tatus to Option	Exercised.	
	CLIN 4015 is added as follo	ws:			
ITEM NO 4015 EXERCISED	SUPPLIES/SERVICES Program Manager IV	QUANTITY 12	UNIT Months	(b)(4)	AMOUN (b)(4)
OPTION	FFP Program Manager in acco	rdance with the SO	ow.		
				NET AMT	(b)(4)
	ACRN AK				(b)(4)
ACC	OUNTING AND APPROPI	RIATION			
Sumr	nary for the Payment Office				
from	As a result of this modification (b)(4)	on, the total funde	ed amount for th	nis document was increased by	(b)(4)
CLIN	4001:				
(b)(4)	AK: 9700100.2020 00000 6 from \$0.00 to (b)(4	010 2525 S49447	DHAC03006 (0	CIN HQ014800280002) was in	ncreased by
	The contract ACRN AK has The CIN HQ014800280002				
CLIN	1 4002:				
(b)(4)	AK: 9700100.2020 00000 6	010 2525 S49447	DHAC03006 (0	CIN HQ014800280002B) was	increased by

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 from \$0.00 td (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 td (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 from \$0.00 td (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 from \$0.00 td(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 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 £0110.2525 S49447 DHAC03006 (CIN HQ014800280002H) was increased by (b)(4) from \$0.00 tq (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002H has been added.

CLIN 4009:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002I) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002I has been added.

CLIN 4010:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002J) was increased by

(b)(4) from \$0.00 t(b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002J has been added.

CLIN 4011:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002K) was increased by (b)(4) from \$0.00 to (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002K has been added.

CLIN 4012:

AK: 9700100.2020 00000 6010 2525 S49447 DHAC03006 (CIN HQ014800280002L) was increased by from \$0.00 td(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 from \$0.00 te (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 from \$0.00 tq (b)(4)

The contract ACRN AK has been added.

The CIN HQ014800280002N has been added.

CLIN 4015:

Funding on CLIN 4015 is initiated as follows:

ACRN: AK

CIN: HQ01480028002O

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:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

HQ0148 POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC HQ0148 POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6) FOB: Destination The following Delivery Schedule item for CLIN 4002 has been changed from: UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 DAVID SUITER 31-MAR-2011 WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC QUANTITY **DELIVERY DATE** SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

FOB: Destination

UIC

POP 01-APR-2010 TO HQ0148 N/A WHS/APSD 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC HQ0148 POP 01-APR-2010 TO N/A WHS/APSD SHIRLEY_VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination The following Delivery Schedule item for CLIN 4004 has been changed from: UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 DAVID SUITER 31-MAR-2011 WHS ADMIN AND PROGRAM SUPPORT (b)(2),(b)(6) FOB: Destination To: QUANTITY UIC **DELIVERY DATE** SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6) FOB: Destination

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

QUANTITY

SHIP TO ADDRESS

DELIVERY DATE

POP 01-APR-2010 TO HQ0148 N/A WHS/APSD 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC HQ0148 POP 01-APR-2010 TO N/A WHS/APSD SHIRLEY_VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination The following Delivery Schedule item for CLIN 4006 has been changed from: UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 DAVID SUITER 31-MAR-2011 WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC QUANTITY **DELIVERY DATE** SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination The following Delivery Schedule item for CLIN 4007 has been changed from: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UІС

UIC

HQ0148 POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC HQ0148 POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6) FOB: Destination The following Delivery Schedule item for CLIN 4008 has been changed from: UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 DAVID SUITER 31-MAR-2011 WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6)FOB: Destination To: UIC QUANTITY **DELIVERY DATE** SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination

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

QUANTITY

SHIP TO ADDRESS

DELIVERY DATE

POP 01-APR-2010 TO HQ0148 N/A WHS/APSD 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC HQ0148 POP 01-APR-2010 TO N/A WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination The following Delivery Schedule item for CLIN 4010 has been changed from: UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC QUANTITY **DELIVERY DATE** SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination The following Delivery Schedule item for CLIN 4011 has been changed from: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC

HQ0148 POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC HQ0148 POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6) FOB: Destination The following Delivery Schedule item for CLIN 4012 has been changed from: UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC QUANTITY **DELIVERY DATE** SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011

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

DELIVERY DATE QUANTITY SHIP TO ADDRESS UIC

FOB: Destination

UIC

POP 01-APR-2010 TO HQ0148 N/A WHS/APSD 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: **DELIVERY DATE** QUANTITY SHIP TO ADDRESS UIC HQ0148 POP 01-APR-2010 TO N/A WHS/APSD 31-MAR-2011 SHIRLEY, VICTOR (b)(2),(b)(6) FOB: Destination The following Delivery Schedule item for CLIN 4014 has been changed from: UIC **DELIVERY DATE** QUANTITY SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 31-MAR-2011 DAVID SUITER WHS ADMIN AND PROGRAM SUPPORT DIR (b)(2),(b)(6) FOB: Destination To: UIC QUANTITY **DELIVERY DATE** SHIP TO ADDRESS POP 01-APR-2010 TO N/A WHS/APSD HQ0148 SHIRLEY, VICTOR (b)(2),(b)(6) 31-MAR-2011 FOB: Destination The following Delivery Schedule item has been added to CLIN 4015:

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

HQ0148

POP 01-APR-2010 TO N/A 31-MAR-2011 WHS/APSD
SHIRLEY_VICTOR
(b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

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

INSPECT AT INSPECT BY ACCEPT AT Destination Government Destination

ACCEPT BY Government

The following have been added by full text:

WHS A&PO WAWF INVOICING INSTRUCTIONS (Mar 2009)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at https://wawf.eb.mil. and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.

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

The contractor is directed to select from the following invoice types:

2-n-1 - if invoicing for Services Only

Combo - if invoicing for Supplies Only

Combo - if invoicing for a combination of Supplies and Services

Cost Voucher - if invoicing for Cost Type/Reimbursable Contracts

**Cost Vouchers are only used when contracts/orders require invoices be sent to DCAA for approval.

Grant and Cooperative Agreement Voucher – if requesting payment for a Grant or Cooperative Agreement

Back up documentation may be attached to the invoice in WAWF under the "Misc Info" tab. Fill in all applicable information under each tab.

The following required information should automatically populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

Contract Number	GS-00F-OO59M		
Delivery Order	HQ0034-06-F-1080		
Pay DoDAAC	HQ0338		

Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extention	
Service Acceptor DODAAC/Extension or Ship to DODAAC/Extension or Service Approver DODAAC/Extension or Grant Approver DODAAC/Extension	HQ0148
DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where
 A = alpha, X = alphanumeric and N = numeric characters, followed by a "Z" suffix if it is
 a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
- WAWF will affix the prefix "SER" for 2-in-1 invoices and prefix "BVN" for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information. The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).
- Unit Price
- Unit of Measure
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note - DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.

Before closing out of an invoice session in WAWF but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email address (b)(2),(b)(6) in the first email address block and (b)(2),(b)(6) in the following blocks. This additional notification to the government is important to

ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

(End of Summary of Changes)

	e la companya de la c		L CONTRACTIO C	ODE FAGE OF PAGES
AMENDMENT OF SOLICI	TATION/MODII	FICATION OF CONTRACT	J	1 1 3
2. AMENDMENT MODIFICATION NO.	3 EFFECTIVE DATE	4. REQUISITION: PURCHASE REQ. NO.	5.1	PROJECTNO (Happlicable)
P00019	31-Mar-2011	SEE SCHEDULE		
6 ISSUED BY CODE	HQ0034	ADMINISTERED BY (If other than (tento)	CODE	1
WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		See Item 6		
O MANCE SAID ADDRESS OF COMPRESSORS	D Mr. Sans Santa	an drawate	To a MENTALENT	FOR SOLICITATION NO.
 NAME AND ADDRESS OF CONTRACTIO JARDON & HOWARD TECHNOLOGIES, INCORPORAT 27/0 DISCOVERY DRISTE 100 	And the second s	Mate and Zip Code)		1
ORLANDO FL32826-3009			9B. DATED (SEE I	TEM II)
		X	10A. MOD. OF CO HC0034-06-F-1086	NTRACT ORDER NO.
CANDO CAPEDO		DE X	10B DATED (SEE	EITEM 13)
CODE ONF98	FACILITY CO.	DE	120 1123 2000	
The above numbered solicitation is amended as set				s not extended
RECEIVED ATTHE PLACE DESIGNATED FOR REJECTION OF YOUR OFFER. If by virtue of the provided each felegrantor lefter trakes reference to	areference to the solicitation THE RECUPTOF OFFERS Is amendment you descreto th the solicitation and this amen	nt, (b) By acknowledging receipt of this amendment, and amendment numbers. FAILURE OF YOUR ACT PRIOR TO THE HOUR AND DATE SPECTIED IN ange an offer already submitted, such change may be a durant, and is received prior to the opening hom and	KNOWLEDGMENTTO F IAY RESULTIN made by telegramor letter.	
12 ACCOUNTING AND APPROPRIATION See Schedule	DATA (If required)			
		TO MODIFICATIONS OF CONTRACTS C CT ORDER NO. ASDESCRIBED IN ITEM		
A. THIS CHANGE ORDER IS ISSUED PUT CONTRACT ORDER NO. IN ITEM 10	RSUANT TO (Specify			DE IN THE
B THE ABOVE NUMBERED CONTRACT office, appropriation date, etc.) SET FC		TO REFLECT THE ADMINISTRATIVE SMANT TO THE AUTHORITY OF FAR		hanges in paying
C THIS SUPPLEMENT AL AGREEMENT IAW FAR 52.217-8 "Option to Extend Services"		URSUANT TO AUTHORITY OF		
D. OTHER (Specify type of modification a	nd authority)			
E. IMPORTANT: Contractor is not.	X is required to si	gn this document and return 1 co	opies to the issuing of	fice
14. DESCRIPTION OF AMENDMENT MOD where feasible > Modification Control Number condrer The purpose of this modification is to:		t by UCF section headings, including solicita	tion contract subject	mater
(1) utilize FAR 52.217-8 "Option to Extend 8 at the rates specified in this contract, (2) add CLIN 5001 and extend the Period of (3) increase the current contract from (b)(4)	Performance (POP) by			ne limits and
All other terms and conditions remain unch	anged.			
Except as provided herein, all terms and conditions of the	e document referenced in Hen	19A or $10A$, as hereto fore changed, remains unchange	ed and in full force and effec	at.
15A. NAME AND TITLE OF SIGNER (Type	or print)	16A. NAME AND TITLE OF CONT DENNISLUQUETTE/CONTRACTING OFFICE		(Type or print)
		TEL 703-696-4042	EMAL: Dennis Luquette	
15B CONTRACTOR/OFFEROR	15C DATE SIGNE		A	16C DATE SIGNED
(Signature of person anthonized to sign)	_		or a	24-Mar-2011
(signature of Person an nonzecto sign)		(Signature of Contracting Offic	CI	

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

STANDARD FORM 30 (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53 243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$308,351.98 from \$14,586,766.16 to \$14,895,118.14.

SUPPLIES OR SERVICES AND PRICES

CLIN 5001 is added as follows:

ITEM NO 5001	SUPPLIES/SERVICES	QUANTITY 1	UNIT Each	(b)(4)	(b)(4)
	APSD Support Services FFP				
	Extend services IAW FA	R 52.217-8 "Option	n to Extend Ser	vices"	
				_	
				NET AMT	(b)(4)
	ACRN AL				(b)(4)
ACC	OUNTING AND APPROP	DIATION			
ACC	OUNTING AND APPROP	RIATION			
Sumn	nary for the Payment Office				
			d amount for the	nis document was increased b	(b)(4) from
(b)(4)	t((D)(4)				
	5001: ing on CLIN 5001 is initiate	ed as follows:			
	ACRN: AL				
(CIN: LMC03242011100100	001			
	Acctng Data: 9710100.2020	00000 6010 251A	S49447 DHA	C12119	
J	Increase; (b)(4)				
	Total: (b)(4)				
DELI	VERIES AND PERFORM	ANCE			

The following Delivery Schedule item has been added to CLIN 5001:

HQ0034-06-F-1080 P00019 Page 3 of 3

DELIVERY DATE

QUANTITY

SHIP TO ADDRESS

UIC

HQ0148

POP 01-APR-2011 TO

30-APR-2011

N/A

WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 5001: INSPECT AT INSPECT BY ACCEPT AT

Destination

Government

ACCEPT AT Destination

ACCEPT BY Government

(End of Summary of Changes)

	OLD BLOOM SHEET SHEET		L CONTRACTIO CO	DE PAGE OF PAGES	
AMENDMENT OF SOLICI	TATION/MODII	FICATION OF CONTRACT	J	1 1 3	
2. AMENDMENT MODIFICATION NO.	3 EFFECTIVE DATE	4 PEQUISITION/PURCHASE REQ. NO.	5 P)	ROJECTNO (Happlicable)	
P00020	01-May-2011	SEE SCHEDULE			
6 ISSUED BY CODE	HQ0034	7. ADMINISTERED BY (If other than items)	CODE		
WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155		See Item 6			
O STANCE AND ADDRESS OF GOALEN A STAGE	D M 8 2 2 1	2 1 17 2 1	To a MICHIGATERIT	OF SOLICITATION NO.	
 NAME AND ADDRESS OF CONTRACTO "ARDON & HOWARD TECHNOLOGIES, INCORPORAT 2740 DISCOVERY DR STE 100 	And the second s	Male and Zip Code)	9B. DATED (SEE IT		
ORLANDO FL 32826-3009				7	
		X	HO0034-06-F-1080		
CODE ONF98	FACILITY CO.	DE X	X 28-Mar-2006		
		APPLIESTO AMENDMENTS OF SOLICI			
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	
RECEIVED AT THE PLACE DESIGNATED FOR REJECTION OF YOUR OFFER. Ifby virtue of the	THE RECUPTOF OFFERS s amendment you destre to ch the solicitation and this amen	and amendment numbers FAILURE OF YOUR ACT PRIOR TO THE HOUR AND DATE SPECTFIED IN ange an offer already submitted, such change may be a diagnit, and is received prior to the opening hour and	IAY RESULTIN made by telegram or letter.	<u> </u>	
See Schedule					
		TO MODIFICATIONS OF CONTRACTS C CT ORDER NO ASDESCRIBED IN ITEM			
A. THIS CHANGE ORDER IS ISSUED PUT CONTRACT ORDER NO. IN ITEM 10.		authority) THE CHANGES SET FORTH IN	TITEM 14 ARE MAD	E IN THE	
	RTH IN ITEM 14. PUR	SUANT TO THE AUTHORITY OF FAR		anges in paying	
C THIS SUPPLEMENT AL AGREEMENT IAW FAR 52.217-8 "Option to Extend Serv		URSUANT TO AUTHORITY OF			
D. OTHER (Specify type of modification a	nd authority)				
E IMPORTANT: Contractor is not.	X is required to si	gn this document and return 1 co	opies to the issuing off.	ice.	
DESCRIPTION OF AMENDMENT MOD where feasible > Modification Control Number	IFICATION (Organize)	t by UCF section headings, including solicite	tion contract subject n	naffer	
(1) utilize FAR 52.217-8 "Option to Extend 8 at the rates specified in this contract; (2) extend the Period of Performance (POP (3) increase the current contract fron (b)(4)	on CLIN 5001 by two			ė limits and	
All other terms and conditions remain uncha	anged.				
Except as provided herein, all terms and conditions of the	e document referenced in Hen	9A or $10A$, as hereto fore changed, remains unchange	ed and in full force and effect		
15A. NAME AND TITLE OF SIGNER (Type	or print)	16A. NAME AND TITLE OF CONT DEMNISLUQUETTE/CONTRACTING OFFICE	R	0.8*	
		TEL 703-696-4042	EMAL: Dennis Luquette(
15B CONTRACTOR/OFFEROR	15C, DATE SIGNE		and the second	16C, DATE SIGNED	
(Signature of person anthorized to sign)	-	(Signature of Contracting Office	er)	_ 21-Арг-2011	

to (b)(4)

from(b)(4)

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

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

The 'issued by' organization has changed from

WHS ACQUISITION & PROCUREMENT OFFICE
(b)(2),(b)(6)

ARLINGTON VA 22209

SUMMARY OF CHANGES

SECTION SE	1449 -	CONTIN	JIIATIC	M SHEET

SOLICITATION/CONTRACT FORM

WHO A COLUMNIA IN THE CASE A SEC
WHS - ACQUISITION DIRECTORATE
1155 DEFENSE PENTAGON
WASHINGTON DC 20301-1155
The 'administered by' organization has changed from WHS ACQUISITION & PROCUREMENT OFFICE
(b)(2),(b)(6)
ARLINGTON VA 22209
to
WHS - ACQUISITION DIRECTORATE
1155 DEFENSE PENTAGON
WASHINGTON DC 20301-1155
SUPPLIES OR SERVICES AND PRICES
SOLI ELES ON SERVICES AND INCES
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 unit price amount has decreased by Thank(b)(4) The total cost of this line item has increased by (b)(4) [(b)(4) from (b)(4) (b)(4)
The total cost of this line item has increased b (b)(4) from (b)(4)
ACCOUNTING AND APPROPRIATION
ACCOUNTING AND ALL ROLLANION
Summary for the Payment Office
(b)(4)
As a result of this modification, the total funded amount for this document was increased by $\frac{(b)(4)}{b(4)}$ from $\frac{b}{b(4)}$
CLIN 5001:
CEIN 3001.
AL: 9710100 2020 00000 6010 251A S49447 DHAC12119 (CIN LMC0324201110010001) was increased by
b)(4) fron (b)(4) to (b)(4)
DELIVERIES AND PERFORMANCE

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

	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2011 TO 30-APR-2011	N/A	WHS/APSD SHIRLEY VICTOR (b)(2),(b)(6)	HQ0148
			FOB: Destination	
To:				
	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
	POP 01-APR-2011 TO 30-JUN-2011	N/A	WHS/APSD SHIRLEY, VICTOR (b)(2),(b)(6)	HQ0148
			FOB: Destination	

(End of Summary of Changes)