

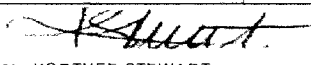
BPA CALL

BPA MASTER NUMBER HQ0034-07-A-1010	BPA CALL NUMBER 0004	DATE OF CALL 23-Sep-2010	DISCOUNT TERMS
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ISSUED BY WHS ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155	CODE HQ0034	PAYMENT WILL BE MADE BY DFAS-CO/SOUTH ENTITLEMENT OPERATIONS P.O. BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338
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CONTRACTOR CACI INC - FEDERAL TERRI MALLON 4114 LEGATO ROAD FAIRFAX VA 22033-4002	CODE 3VYE6	SHIP TO OSD NII VICTORIA MORGAN CRYSTAL SQUARE 5, SUITE 902 ARLINGTON VA	CODE HQ0058
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Line Item Summary	Total Cost \$439,941.04 Total Funding \$439,941.04	Accounting and Appropriation Data See Schedule
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 TEL: 703-696-2461
EMAIL: kortnee.stewart@whs.mil
BY: KORTNEE STEWART CONTRACTING ORDERING OFFICER

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	DIB CS/IA Support FFP The contractor shall perform the requirements as delineated in the attached TWS. PURCHASE REQUEST NUMBER: HQ015802120347000	(b)(4)	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	Funding for CLIN 0001 FFP This SubCLIN is to provide funding for CLIN 0001 only. PURCHASE REQUEST NUMBER: HQ015802120347000				\$0.00
NET AMT					\$0.00
	ACRN AA				(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102					\$0.00

Funding for CLIN 0001
 FFP
 This SubCLIN is to provide funding for CLIN 0001 only.
 PURCHASE REQUEST NUMBER: HQ015802120347000

	NET AMT	\$0.00
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ACRN AB		(b)(4)
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		(b)(4)	Dollars, U.S.	(b)(4)	(b)(4)

Travel
 T&M
 Travel when approved by the Government. Travel for this contract must be in accordance with FAR 31.205-46 "Travel costs".
 PURCHASE REQUEST NUMBER: HQ015802120347000

	TOT ESTIMATED PRICE	(b)(4)
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	CEILING PRICE	(b)(4)
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ACRN AB		(b)(4)
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	DIB CS/IA Support FFP	(b)(4)	Months	(b)(4)	(b)(4)

The contractor shall perform the requirements as delineated in the attached TWS.
 PURCHASE REQUEST NUMBER: HQ015802120347000

	NET AMT	(b)(4)
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		(b)(4)	Dollars, U.S.	(b)(4)	(b)(4)

OPTION Travel
T&M
Travel when approved by the Government. Travel for this contract must be in accordance with FAR 31.205-46 "Travel costs".
PURCHASE REQUEST NUMBER: HQ015802120347000

TOT ESTIMATED PRICE (b)(4)
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		(b)(4)	Months	(b)(4)	(b)(4)

OPTION DIB CS/IA Support
FFP
The contractor shall perform the requirements as delineated in the attached TWS.
PURCHASE REQUEST NUMBER: HQ015802120347000

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		(b)(4)	Dollars, U.S.	(b)(4)	(b)(4)

OPTION Travel
T&M
Travel when approved by the Government. Travel for this contract must be in accordance with FAR 31.205-46 "Travel costs".
PURCHASE REQUEST NUMBER: HQ015802120347000

TOT ESTIMATED PRICE (b)(4)
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		(b)(4)	Months	(b)(4)	(b)(4)
OPTION	DIB CS/IA Support FFP				
The contractor shall perform the requirements as delineated in the attached TWS. PURCHASE REQUEST NUMBER: HQ015802120347000					

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		(b)(4)	Dollars, U.S.	(b)(4)	(b)(4)
OPTION	Travel T&M				
Travel when approved by the Government. Travel for this contract must be in accordance with FAR 31.205-46 "Travel costs". PURCHASE REQUEST NUMBER: HQ015802120347000					

TOT ESTIMATED PRICE

CEILING PRICE

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		(b)(4)	Months	(b)(4)	(b)(4)
OPTION	DIB CS/IA Support FFP				
The contractor shall perform the requirements as delineated in the attached TWS. PURCHASE REQUEST NUMBER: HQ015802120347000					

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		(b)(4)	Dollars, U.S.	(b)(4)	(b)(4)

OPTION Travel
T&M

Travel when approved by the Government. Travel for this contract must be in accordance with FAR 31.205-46 "Travel costs".

PURCHASE REQUEST NUMBER: HQ015802120347000

TOT ESTIMATED PRICE

(b)(4)

CEILING PRICE

Section C – Statement of Work

**PERFORMANCE BASED TASK WORK STATEMENT
FOR DEFENSE INDUSTRIAL BASE CS/IA TASK FORCE
ANALYSIS AND ADMINISTRATIVE SUPPORT SERVICES**

1.0 BACKGROUND

The ASD (NII)/DOD CIO is the Principal Staff Assistant to the Secretary of Defense for Information Superiority and serves as the Department's Chief Information Officer. In this capacity, he is responsible for overall policy and program guidance for DOD command, control, and communications; information technology investment strategy; information management requirements and priorities; and DOD-wide information sharing and integration. The ASD (NII)/DOD CIO develop the policy and provide the oversight to implement the DOD Net-Centric vision, "Deliver the Power of Information." The organization's mission is to "Enable Net-Centric Operations" by establishing the critical capabilities required to leverage information across the Enterprise. Reaching the Net-Centric goal "Information on Demand" will require that an information-centric environment be built, populated, operated, protected and governed. Ultimately, it will be people, processes and technology working together that enables timely and trusted access to and sharing of information to enhance the efficiency and effectiveness of the Department.

The Deputy Secretary of Defense directed the standup of a DOD-Defense Industrial Base (DIB) voluntary and collaborative cyber threat sharing program. Under DODI 5205.13, Defense Industrial Base Cyber Security/Information Assurance (DIB CS/IA) Activities," ASD (NII)/DOD CIO oversees DIB CS/IA activities for the Department. ASD NII/DOD CIO chairs the DIB CS/IA Executive Committee and coordinates across OSD, the Military Departments, Agencies and Combatant Commands. Additionally, under DODD 5505.13E, "DOD Executive Agent (EA) for the DOD Cyber Crime Center (DC3)," ASDNII/DOD CIO provides overall policy guidance and validates funding and manpower requirements for DC3 activities and oversees DC3 planning, programming, budgeting, and execution (PPBE) activities.

The DIB CS/IA program office implements ASD (NII)/DOD CIO responsibilities relating to the DIB. In this capacity, the DIB CS/IA program office has the responsibility to protect critical DOD program and technology information resident on, or transiting, DIB unclassified systems and networks through the development, implementation and execution of DOD policy, resources, structure and processes, in collaboration with DOD Components, Industry, and the Interagency.

2.0 OBJECTIVE

The objective of this Task Work Statement (TWS) is to fulfill the requirement for DIB CS/IA program office systems administration, oversight and analysis, policy development, as well as asset management services in support of day-to-day operations. To meet this requirement, the contractor shall provide the required specialized knowledge and skills not otherwise available within the ASD (NII)/DOD CIO organization.

3.0 TASKS

The contractor shall furnish all labor, supervision and quality control necessary to provide the comprehensive support services required of OASD (NII)/DOD CIO to develop and establish guidance for the Department and to improve the efficiency, timeliness, and the ability to measure the effectiveness of the DIB CS/IA program as delineated in the following tasks.

3.1 Administrative Services. The Government requires administrative analysis and policy development support services for ongoing DIB CS/IA program efforts. The contractor shall provide:

- 3.1.1 Technical analysis and database administration support for the development, tracking, management, assessment and evaluation of the full spectrum of DIB cyber security requirements to include other Government agency and DIB partner requirements.

- 3.1.2 Support in overseeing DC3 as the operational focal point for the DIB CS/IA program and in coordinating with the OUSD (AT&L) Damage Assessment Management Office.
- 3.1.3 Support in interacting with DIB Partner Chief Executive Officers, Program Managers, Chief Information Officers, Chief Information Security Officers as well as with other DOD components and government agencies. Areas of support include planning, data collection, populating databases, tracking congressional actions, developing presentations, reporting, and developing and implementing the DIB CS/IA action plan.
- 3.1.4 Support for DOD and DIB meetings, seminars, and conferences to include developing content, preparing materials, recording and producing minutes, and developing reports and policy documents.

3.2 Oversight and Coordination. The Government requires support in synchronizing various DOD and interagency cyber security stakeholders and protecting unclassified DOD program information on DIB networks. The contractor shall provide:

- 3.2.1 Interface and coordination support between DIB CS/IA program office and DIB Partners.
- 3.2.2 Support for technical integration meetings, seminars, symposia, workshops, conferences and off-sites to include processing requests, scheduling, arranging for facilities, preparing materials, and recording and producing minutes as well as reports and oral briefings. The contractor shall be capable of providing conference facilities in the Washington D.C. Metropolitan area.
- 3.2.3 Support required for the assessment of the operation and management of service areas and provide technical reports (includes trip reports detailing results of official travel) containing recommendations for improvements. Support also includes providing recommendations for changes and improvements to the systems configuration.
- 3.2.4 Support required for the planning execution and oversight of the DIB CS/IA action plan, establishing project plans for activities, taking measurements of performance, and assessing impacts and issues related to DIB CS/IA task execution.
- 3.2.5 Support for the planning and execution of DOD-DIB working groups, DOD CS/IA EXCOMs, DIB CIO/CISO Meetings, DIB CEO Forums, and other meetings as required.
- 3.2.6 Support for ASD (NII)/DOD CIO oversight responsibilities pertaining to the DOD DC3.
- 3.2.7 Support for ASD (NII)/DOD CIO PPBE oversight responsibilities pertaining to the DIB CS/IA program.

3.3 Database Administration. The Government requires support of web-based database applications and administrative management tools to manage the interaction with DIB Partners and government stakeholders. The contractor shall provide:

- 3.3.1 Support for database planning and coordination to ensure updated contact information among the expanding numbers of DIB Partners.
- 3.3.2 Support for the management and integration of data from various sources for purposes of analysis and understanding the operational environment, employing state of the art scheduling software, collaboration tools, as well as meetings, conferences, teleconferences and video conferences. Support shall also include the development of analytic reports and trend analyses.
- 3.3.3. Technical development support for managing oversight of the DIB CS/IA action plan.

- 3.3.4 Technical program analysis, database administration support required to develop, track, manage, analyze and evaluate the full spectrum of cyber security requirements.

3.4 Technical and Policy Analysis. The Government requires technical analysis and policy development support for DOD DIB CS/IA solutions to facilitate threat information sharing and a collaborative environment. The contractor shall provide:

- 3.4.1 Support in the area of policy review and the development of DIB CS/IA policy guidance, requirements and program recommendations. Support also includes the assessment of risks and program performance.
- 3.4.2 Draft plans, reports, presentations, correspondence, and other documents in support of technical analysis and policy development.
- 3.4.3 Support for the management of DOD and DIB stakeholders' data to facilitate the ability to understand operational considerations. Support also includes the development of analytic reports and trend analyses; and the analysis and evaluation of methods for performing continuous improvement of workflow processes.
- 3.4.4 Support for the development of strategic documents furthering the DIB CS/IA program.
- 3.4.5 Support to coordinate and manage: correspondence, site visits, working groups, and the associated functions to enable government; and DIB Partners to enable government technology initiatives aimed at improving the DIB CS/IA program.
- 3.4.6 Support for routine internal operations and business functions.

3.5 Interagency Coordination. The Government requires interagency technical analysis and policy development support. The contractor shall provide:

- 3.5.1 Interface and coordination support between the DIB CS/IA program office and Department of Homeland Security (DHS).
- 3.5.2 Interface and coordination support between the DIB CS/IA program office and various government agencies such as NSC, FBI and DOE.
- 3.5.3 Support for the development and implementation of interagency agreements, including, but not limited to DHS that relate to cyber information threat sharing with other Critical Infrastructure Sectors.
- 3.5.4 Support for the development and implementation of a Memorandum of Understanding (MOU) between DOD and various agencies to include DOE required to share cyber security threat information.
- 3.5.5 Support for the development, formulation and review of national level policy guidance.

3.6 International Engagement. The Government requires technical analysis and policy development support involving DIB CS/IA international activities. The contractor shall provide:

- 3.6.1 Support for the development and expansion of DIB CS/IA activities to engage with international partners in both Government and private sectors.
- 3.6.2 Support required for strategy and operation integration policy development, and international oversight and decision-making activities.

6. SCHEDULE OF DELIVERABLES

Deliverable	Schedule	Submit to
Monthly written Progress Report	Monthly; not later than the seventh working day of the following month	COR and BPA Manager
Draft plans, assessments, analyses, enhancements, documentation and reports	Within 30 calendar days of tasking	COR
Final version of plans, assessments, analyses, enhancements, documentation and reports	Within 5 working days of receipt of the Government's comments on the draft.	COR
Quick response papers, briefings and slides	Within 48 hours of tasking	COR
Meeting, seminar, conference and workshop support, pre- and post-event materials.	Within 72 hours of tasking	TPOC and event participants

7. ESTIMATED LEVEL OF EFFORT

This effort is satisfied by a level of effort equating to approximately two (2) FTE (Analyst) per twelve (12) month period of performance, both FTE with clearances of Top Secret with SCI eligibility.

8. TRAVEL

Some local travel is expected in conjunction with this effort. Travel expenses are not expected to exceed \$4,000.00 in the 12 month base period and \$4,000.00 in each of the four (4) 12 month option periods. The contractor shall provide a written request for travel to the COR prior to finalizing any travel arrangements. All travel must be approved by the COR prior to purchase of tickets and commencement of travel. The contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with the FAR 31.205-46 "Travel Costs". Requests for approval of costs in excess of maximum per diem rates in accordance with the procedures contained in FAR 31.205-46(a)(3) must be submitted to the Contracting Officer for final approval prior to commencement of travel. There are no Other Direct Charges anticipated for this contract.

9. SECURITY

Personnel Security:

The DD254 (Contract Security Classification Specification) of the BPA applies to this task order. The contractors working on this task order must have a current Top Secret Clearance with SCI eligibility.

Operations Security (OPSEC):

OPSEC is a structured process that identifies critical information, analyzes friendly actions, integrates threat analysis and risk assessments, then helps personnel apply protective measures to mitigate unacceptable risk.

The contractor must comply with the same basic OPSEC rules, requirements, and standards as government personnel. When contractor personnel are working primarily in government facilities, OPSEC Awareness Education

and Training will be provided or coordinated through the appropriate government security channels and OPSEC protective measures (countermeasures) will be applied as directed by the government. All contractor support personnel are required to receive OPSEC Awareness Education and Duty-Related Training.

The Contractor shall comply with the DOD Customers Operations Security Program, specifically DODD 5205.02 "DOD Operations Security (OPSEC) Program" March 6, 2006.

10. PROPRIETARY RIGHTS

All analyses, reports, documentation, briefings, etc.. in whatever medium or format, developed and conducted under this task order are government property. The government will retain sole right to use, distribute, and/or publish these data and items as it sees fit.

11. PERIOD OF PERFORMANCE

The period of performance for this task order shall be for one (1) Base Period of 12 months and four (4) 12-month Option Periods. All support contractors shall be at the place of performance at the beginning of the initial performance period. The Period of Performance will be:

- Base Period: 27 September 2010 – 26 September 2011
- Option Period I: 12 months after Base Period
- Option Period II: 12 months after Option Period 1
- Option Period III: 12 months after Option Period 2
- Option Period IV: 12 months after Option Period 3

Performance on this task order is anticipated to begin on or about September 27, 2010.

12. HOURS OF OPERATION/PLACE OF PERFORMANCE

The primary place of performance will be at a Government facility in Crystal City. The Government will furnish office space and office equipment. Normal office hours are 0800-1700, Monday through Friday, except on Federal holidays, or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings.

Recognized Holidays: 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 holidays: New Year's Day, Labor Day, Martin Luther King Jr.'s Birthday, Columbus Day, President's Day, Veteran's Day, Memorial Day, Thanksgiving Day, Independence Day, and Christmas Day.

13. TECHNICAL COGNIZANCE

The Contracting Officer's Representative (COR) for this effort will be Victoria Morgan, Director, Defense Industrial Base Cyber Security Task Force, victoria.morgan@osd.mil.

14. DELIVERABLE FORMATS

All studies, analyses, reports, software, documentation, briefings, slides, etc.. shall be prepared and presented in appropriate Microsoft Office application software: e.g., Word, Excel, Project, PowerPoint, etc. The applications shall be compatible with the versions installed at OASD (NII)/DOD CIO at the time the TWS is issued; and provided on disk and in hard copy.

15. CONTRACTOR PERFORMANCE

A. **Quality Control (QC).** The contractor's quality control program is the means by which it assures itself that its work complies with the requirements of the BPA and this task order.

B. **Quality Assurance.** The government shall evaluate the contractor's performance under this task order in accordance with the BPA Performance Requirement Summary (PRS), and Quality Assurance Surveillance Plan (QASP).

C. **Government Remedies.** The Contracting Officer shall follow FAR 52.212-4, "Contract Terms and Conditions-Commercial Items" or 52.246-4, "Inspection of Services-Fixed Price" for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

D. **Post Award Conference.** The contractor shall attend any post award conference convened by the Contracting Officer in accordance with Federal Acquisition Regulation Subpart 42.5.

E. **Written Reporting.** To assist the Government with the appropriate surveillance during the performance of this TWS, a Monthly Progress Report (MPR) is a requirement for this task order. MPRs will be submitted to the BPA manager and the COR. The primary objective of the report is to provide the Government reasonable assurance the contractor is using efficient methods and effective cost controls in executing each task. The contractor shall propose a format to be approved by the Government that meets the intent of the report which shall include the following: 1) identification of fixed task order information, i.e. BPA Call number, date of award of task order, period of performance of the task order, amount of award, anticipated completion date of the task order, 2) status of the order, 3) discussion of activities that map back to the tasks and deliverables identified in the task order including a summary of briefings, meetings, or visits and accomplishments during the reporting period; 4) milestones achieved; 5) anticipated activity for the next reporting period; 6) problems encountered or anticipated; 7) financial information including the amount of award by CLIN, invoiced costs for period submitted, amount invoiced to date, amount remaining, and % remaining, all submissions for ODCs shall include an explanation of the charges (contractor shall provide detailed back-up documentation for all ODCs upon request by the COR or the BPA manager) and 8) a forecast of the probability of completing the TWS within the estimated time.

F. **Key Personnel.** The Contractor shall notify the Contracting Officer prior to making any changes in personnel assigned to key positions. The key positions are defined as:

Analyst (2ea.)

During the first ninety (90) calendar days of performance, the Contractor shall make no substitutions of key personnel unless illness, death, or termination of employment necessitates the substitution. The Contractor shall notify the Contracting Officer as soon as possible after the occurrence of any of these events and provide the information required below. After the initial ninety (90) calendar day period, the Contractor may propose substitutions. The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. The Contractor shall, prior to making any substitution permanent, demonstrate to the satisfaction of the Contracting Officer that the qualifications of the proposed substitute personnel are equal to or better than the qualifications of the personnel originally identified for the position. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on proposed substitutions.

G. **Non-Disclosure Agreement.** In the course of performance pursuant to this contract, the contractor will access nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information. The contractor agrees that it will not use or disclose any such information unless authorized by the Task Monitor. The Contractor further agrees that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the COR. To that end, the Contractor agrees that each of its employees and others performing duties under this contract will sign the Non-Disclosure Agreement set forth below.

NON-DISCLOSURE AGREEMENT

I. **(Individual Name)**, (hereinafter RECIPIENT), an employee and authorized representative of **(Company Name)**, a Contractor providing support services to the **(Government Organization)** and likely to have access to nonpublic information, agree to and promise the following:

WHEREAS RECIPIENT is engaged in delivering support services to **(Government Organization)** under **(Contract Number)**; and

WHEREAS it is the intention of **(Government Organization)** to protect and prevent access to and disclosure of nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information, to anyone other than employees of the United States Government and others who have a need to know, unless so authorized by the Task Monitor; and

WHEREAS **(Government Organization)** acknowledges that RECIPIENT will have or require access to such nonpublic information in the course of delivering the contract services; and therefore,

WHEREAS RECIPIENT will be given or otherwise have access to nonpublic information while providing such services; and finally,

WHEREAS "nonpublic information" includes such information as PPBE information, proprietary information (e.g., information submitted by a contractor marked as proprietary), advance procurement information (e.g., future requirements, statements of work, and acquisition strategies), source selection information (e.g., bids before made public, source selection plans, and rankings of proposals), trade secrets and other confidential business information (e.g., confidential business information submitted by a contractor), attorney work product, information protected by the Privacy Act (e.g., social security numbers, home addresses and telephone numbers), and other sensitive information that would not be released by **(Government Organization)** under the Freedom of Information Act (e.g., program, planning and budgeting system information);

NOW THEREFORE, RECIPIENT agrees to and promises as follows:

RECIPIENT shall not seek access to nonpublic information beyond what is required for the performance of the support services contract; RECIPIENT will ensure that his or her status as a contractor employee is known when seeking access to and receiving such nonpublic information from Government employees; As to any nonpublic information to which RECIPIENT has or is given access, RECIPIENT shall not use or disclose such information for any purpose other than providing the contract support services, and will not use or disclose the information for any personal or other commercial purpose; and

If RECIPIENT becomes aware of any improper release or disclosure of such nonpublic information, RECIPIENT will advise the Task Monitor in writing as soon as possible.

The RECIPIENT agrees to return any nonpublic information given to him or her pursuant to this agreement, including any transcriptions by RECIPIENT of nonpublic information to which RECIPIENT was given access, if not already destroyed, upon RECIPIENT leaving the contract. RECIPIENT understands that any unauthorized use, release or disclosure of nonpublic information in violation of this CERTIFICATE will subject the RECIPIENT to administrative, civil or criminal remedies, as may be authorized by law.

RECIPIENT agrees that the obligations under this NDA are personal, continuing and do not expire and bind Recipient even if no longer employed by contractor.

RECIPIENT: _____ DATE: _____
 (Signature)
 PRINTED NAME: _____
 TITLE: _____
 EMPLOYER: _____

XIV ADDITIONAL TASK ORDER TERMS AND CONDITIONS

The terms and conditions in the offeror's BPA are incorporated in the task order resulting from this solicitation.

Section E - Inspection and Acceptance

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
000101	N/A	N/A	N/A	Government
000102	N/A	N/A	N/A	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 27-SEP-2010 TO 26-SEP-2011	N/A	OSD NII VICTORIA MORGAN CRYSTAL SQUARE 5, SUITE 902 ARLINGTON VA 703-602-5232 FOB: Destination	HQ0058
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
0002	POP 27-SEP-2010 TO 26-SEP-2011	N/A	OSD NII VICTORIA MORGAN CRYSTAL SQUARE 5, SUITE 902 ARLINGTON VA 703-602-5232 FOB: Destination	HQ0058
1001	POP 27-SEP-2011 TO 26-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058
1002	POP 27-SEP-2011 TO 26-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058
2001	POP 27-SEP-2012 TO 26-SEP-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058
2002	POP 27-SEP-2012 TO 26-SEP-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058
3001	POP 27-SEP-2013 TO 26-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058
3002	POP 27-SEP-2013 TO 26-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058
4001	POP 27-SEP-2014 TO 26-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058
4002	POP 27-SEP-2014 TO 26-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0058

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 9700100.1120.1522.2525.S49447.DSAC00410
 AMOUNT: (b)(4)
 CIN HQ015802120347000000101: (b)(4)

AB: 9700100.1120.1522.2525.S49447.DSAC00408
 AMOUNT: (b)(4)
 CIN HQ015802120347000000102: (b)(4)
 CIN HQ0158021203470000002: (b)(4)

Section I – Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

WHS A&PO WAWF INVOICING INSTRUCTIONS (Apr 2010)

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 submit the following invoice type:

2-n-1 - Services Only, including Construction

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

With the exception of extensions, the following required information should automatically populate in WAWF; if it does not populate, or does not populate completely or correctly, enter the following information as noted:

Contract Number	HQ0034-08-A-1012
Delivery Order	0002
Pay DoDAAC	HQ0338
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extention	Leave Blank

Service Acceptor DODAAC/Extension or Ship to DODAAC/Extension or Service Approver DODAAC/Extension or Grant Approver DODAAC/Extension	HQ0158
DCAA Auditor DODAAC/Extension	Leave Blank
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 kellie.buck@whs.mil and victoria.morgan@osd.mil in the first email address block. Add walter.fairbanks@osd.mil and any other additional email addresses desired 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.