

DELIVERY ORDER

FINAL

1. CONTRACT NO. N00178-04-D-4137	2. DELIVERY ORDER NO. EH03	3. EFFECTIVE DATE 12/21/2006	4. PURCHASE REQUEST NO. N00024-07-NR-55007
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5. ISSUED BY Naval Sea Systems Command (NAVSEA) Jennifer L Nelligan 02653 BUILDING 197, ROOM 5w-2730 1333 ISAAC HULL AVENUE SE WASHINGTON NAVY YARD, DC 20376-2040 jennifer.nelligan@navy.mil 202-781-2057 Ext.2057	CODE N00024	6. ADMINISTERED BY DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS, VA 20109-2342	CODE S2404A
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7. CONTRACTOR TWD & Associates, Inc 4401 Ford Avenue, Suite 300 Alexandria, VA 22302	CODE OTKN1	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME
			SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43213	CODE HQ0338
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

TWD & Associates, Inc	Larry Besterman, President		
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA By: Peter E. Richmond	12/21/2006	22. TOTAL \$481,000.00
			CONTRACTING/ORDERING OFFICER

SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2000					\$973,647.00
2000AA	NAVSEA Headquarters Telephony Support Efforts - Base Year. See Note A. (TBD) Option		1.0 Lot	\$492,647.00	\$492,647.00
2000AB	NAVSEA Headquarters Telephony Support Efforts - Base Year. See Note A. (O&MN,N)		1.0 Lot	\$481,000.00	\$481,000.00

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2100					\$1,007,724.00
2100AA	NAVSEA Headquarters Telephony Support Efforts - Option Year 1. See Note A. (TBD) Option		1.0 Lot	\$1,007,724.00	\$1,007,724.00

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2200					\$1,042,997.00
2200AA	NAVSEA Headquarters Telephony Support Efforts - Option Year 2. See Note A. (TBD) Option		1.0 Lot	\$1,042,997.00	\$1,042,997.00

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2300					\$1,079,509.00
2300AA	NAVSEA Headquarters Telephony Support Efforts - Option Year 3. See Note A. (TBD) Option		1.0 Lot	\$1,079,509.00	\$1,079,509.00

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2400					\$1,117,305.00
2400AA	NAVSEA Headquarters Telephony Support Efforts - Option Year 4. See Note		1.0 Lot	\$1,117,305.00	\$1,117,305.00

A. (TBD)
Option

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3000	Other Direct Costs in support of SLIN 2000.		\$450,000.00
3000AA	Other Direct Costs in support of SLIN 2000. (TBD) Option	1.0 Lot	\$450,000.00

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3100	Other Direct Costs in support of SLIN 2100.		\$450,000.00
3100AA	Other Direct Costs in support of SLIN 2100. (TBD) Option	1.0 Lot	\$450,000.00

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3200	Other Direct Costs in support of SLIN 2200.		\$450,000.00
3200AA	Other Direct Costs in support of SLIN 2200. (TBD) Option	1.0 Lot	\$450,000.00

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3300	Other Direct Costs in support of SLIN 2300.		\$450,000.00
3300AA	Other Direct Costs in support of SLIN 2300. (TBD) Option	1.0 Lot	\$450,000.00

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3400	Other Direct Costs in support of SLIN 2400.		\$450,000.00
3400AA	Other Direct Costs in support of SLIN 2400. (TBD) Option	1.0 Lot	\$450,000.00

Note A - Option Items - SLINs to which the option clause in Section I-2 applies and which is to be supplied only if and to the extent said option is exercised.

For purposes of this contract, "lot" is defined as efforts by the contractor to perform the tasks required under

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Section C during the corresponding period of performance.

CONTRACT SUMMARY FOR PAYMENT OFFICE (FIRM FEE FIXED PRICE)

This entire contract is firm fee fixed price.

SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

I. Introduction

II. Tasks

III. Deliverables

IV. General Conditions & Requirements

V. Evaluation Criteria

VI. Other Conditions & Requirements

I. INTRODUCTION:

This contract is for Naval Sea Systems Command Headquarters, Chief Information Office. NAVSEA currently has two voice switching systems physically located, installed and operational at the NAVSEA HQ complex at the Washington Navy Yard, Washington, DC. The primary System is manufactured by Cisco Systems and is for a VoIP system with IP handsets, providing a small amount of analog connectivity for facsimile and data connectivity. The second system is an Avaya G3r voice switch comprised for both digital and analog handset capability that supports mainly the secure side and SEA 08. Both systems have individual ISDN PRI service connectivity through an agreement with the GSA managed WITS (Washington Interagency Telephone Service) that extends connectivity to Public Switched Telephone Network (PSTN), FTS 2001 and DSN. Both systems share a unique separate infrastructure but are linked to provide abbreviated dialing through a specific engineered trunk design.

The contractor will provide management, maintenance, and operations of the WNY NAVSEA HQ voice switching systems located in Buildings 197, 201, 104, 22, 176 and 200. This effort will support approximately 4,500 CISCO VOIP seats and 1,736 Avaya voice seats. On-site technicians will manage and operate the following as it relates to these voice switching systems:

- Wiring and associated cable plant components,
- CAS components,
- Software fixes and patches,
- Servers, switches, and telephones
- Connectivity to PSTN, FTS 2001, and DSN
- Handset support
- Centralized helpdesk

The current Cisco VOIP system is implemented with the following configuration and the contractor will manage, maintain, and operate the existing VOIP infrastructure:

- 8 Cisco Call Managers (clustered) version 3.0 (or the most current installed version) with MS Windows 2000
- 1 Cisco Unity server (Unified Messaging Platform)
- 1 Cisco Call attendant server (1-help)
- 4,500 active Cisco voice/data ports
- 4,500 Cisco Voice Mail users
- 4,500 Cisco model 7960 handsets
- 30 Cisco Model 7935/7936 Conference sets
- 100 Cisco "soft-Phones"
- PSTN ISDN PRI trunks from Verizon (WITS-2001) OC-48 ring
- 46 Cisco analog "blade" in the Cisco access layer switches for FAX and modem support.

- Cisco analog and digital Gateways
- Coordination of consolidated call reporting for both Avaya and Cisco calls
- FTS 2001 & DSN connectivity
- Centralized trouble tracking (Remedy)
- 1 Cisco ICD Application Server & Software
- 2 Exchange Storage Servers for Voicemail
- 50 7914 Expansion Modules
- Technicians will be on-site during normal business hours and on-call outside of normal business hours.

The current Avaya system consists of the following configuration and the contractor will manage, maintain, and operate the existing Definity infrastructure:

- Avaya Definity G3r PBX (software rel 8.2)
- Coordination of consolidated call reporting for both Cisco and Avaya calls
- 1736 Station Ports (digital and analog)
- Avaya Model 8510, 8520, 6408, 6424, and 6416, handsets
- 1910 data Units (Secure) / SECTRA FNBB2121
- Merlin STU III and single line STE & STU, STE-BRI secure telephones
- PSTN ISDN PRI trunk connectivity from Verizon (WITS-2001) OC-48 ring
- Audix Voice Mail
- Analog Fax connectivity
- 2 Call Accounting servers with Verasmart application
- Technicians will be on-site during normal business hours and on-call outside of normal business hours.
- Centralized trouble tracking (Remedy)
- FTS 2001 and DSN connectivity through the DTS-W/WITS NAVSEA HQ agreement.

Response Time:

The on-site technicians will be responsible for all CISCO and Avaya voice helpdesk requests/issues for resolution. The contractor shall respond to problem tickets as detailed in the tables below for each respective system.

3.2.1 Table 3.2.1 Avaya-specific Services

Avaya Service Component Response Requirement *

Avaya Service Component	Normal Business Hours **	Non Business hours
Avaya CPU and software	30 minutes	8 hours
Avaya DS 1 Circuit Pack and software	30 minutes	8 hours
Avaya Call attendant software	30 minutes	8 hours
Intuity Voice Mail	30 minutes	Next business day
Avaya Digital circuit packs	1 hour	Next business day
Avaya analog circuit packs	1 hour	Next business day
Avaya consolidated call reporting for both Cisco and Avaya calls	Next business day	Next business day
Call Accounting hardware and software	Next business day	Next business day
Avaya individual carriers	30 minutes	8 hours

supporting trunk/stations		
Coordination of data and voice cable plant maintenance and installation (conduits, fiber, copper, trays, jacks, etc) from the Dmarc to all Telephone Instruments.	Next business day	Next business day
Software upgrade implementations	As scheduled	As scheduled
Providing all new / additional Avaya Switch components (Hardware and software)	As scheduled	As scheduled
Onsite technicians - normal business hours (on call non-business hours)	All business days (excluding Federal holidays)	8 hours
Digital/analog moves, adds, and changes (MAC's)	As scheduled	As scheduled
Coordination for all Avaya G3r MAC's	Continuous as scheduled	Continuous as scheduled

Monitor and advise NAVSEA HQ on voice circuits (PSTN, DSN, FTS 2001) status

Continuous when any problem is determined by contractor

Continuous when any problem is determined by contractor

Vendor coordination for upgrades, patches Continuous as scheduled Continuous as scheduled

Centralized trouble tracking and reporting 24x7x365 continuous while on site 24x7x365 continuous while on site

Adhering and enforcing security policies Continuous while on WNY site Continuous while on WNY site

* Response as it relates to the matrices is defined as having a technician on site within the time period of the Help-Desk receipt of the problem and designated Response Time (as applicable).

** Normal Business Hours are from 0630 to 1730 daily, Monday through Friday.

3.2.2 Table 3.2.2 Cisco-specific Services

Cisco Service Component Response Requirement *

Cisco Service Component	Normal Business Hours **	Non Business hours
Cisco Call Managers and software	30 minutes	8 hours
Cisco Unity server and software	30 minutes	8 hours
Cisco ICD Applications server and software	30 minutes	8 hours
Cisco Voice Mail	30 minutes	Next business day
Cisco VOIP handsets	1 hour	Next business day
Cisco analog "blades"	1 hour	Next business day
Cisco network switches supporting VOIP	30 minutes	8 hours
Coordination of data and voice cable plant maintenance and installation (conduits, fiber, copper, trays, jacks, etc) from the Dmarc to all VOIP handsets.	Next business day	Next business day

Software upgrade implementations	As scheduled	As scheduled
Providing all new / additional Cisco VOIP components (Hardware and software)	As scheduled	As scheduled
Onsite technicians - normal business hours (on call non-business hours)	All business days (excluding Federal holidays)	8 hours
VOIP moves, adds, and changes (MAC's)	As scheduled	As scheduled
Coordinate for all VOIP MAC's	Continuous as scheduled	Continuous as scheduled
Monitor and advise NAVSEA HQ on voice circuits (WITS, DSN, FTS 2001) outages	Continuous when any problem is determined by contractor	Continuous when any problem is determined by contractor
Vendor coordination for upgrades, patches	Continuous during contract period	Continuous during contract period
Centralized trouble tracking and reporting	24x7x365 Continuous while on site	24x7x365 Continuous while on site
Adhering and enforcing security policies	Continuous while on WNY site	Continuous while on WNY site

* Response as it relates to the matrices is defined as having a technician on site within the time period of the Help-Desk receipt of the problem and designated Response Time (as applicable).

** Normal Business Hours are from 0630 to 1730 daily, Monday through Friday.

II. TASKS:

The Contractor shall perform the following tasks in support of the NAVSEA Telecommunication Office:

Program Management Support:

- Plan, assist, and implement moves, adds and changes of telecommunications services to correspond with NAVSEA office relocations and rearrangements.
- Prepare work orders for technicians in support of moves, adds and changes of telecommunications systems utilizing Remedy and WNY Facility Management System.
- Conduct and support seamless VoIP moves and requirements on short notice
- Provide management and support for Long distance tolls, operator assistance, collect calls, and related types of charges. Track and identify monthly circuits and special call features (toll, collect, etc.) to NAVSEA headquarters offices. Identify problems/discrepancies to appropriate government personnel.
- Interface with authorized vendors for software/hardware purchasing, advise customers on latest technology and ensure cost information is provided to appropriate personnel. .
- Maintain inventory and database for NAVSEA Telecommunication Office including all land lines and circuits terminating within NAVSEA Campus and supported remote sites.
- Manage the NAVSEA Phone Office Mailboxes for VoIP and Definity support
- Review and issue requests for telecommunications equipment and service and ensure compliance with Defense Telecommunications Services- Washington (DTS-W) guidelines and NAVSEA established policies. Obtain appropriate approvals. Reviews should result in government-approved actions to eliminate services no longer required and those that are not economical.
- Assist in the bi-annual inventory of telecommunications equipment and services.

Technical Support:

- With government-approval, investigate, plan, and implement new technologies into the NAVSEA telecommunications system to support the integration of voice, video, data and wireless technologies.

- Deploy, train, communicate capabilities and perform life cycle support of voice communications.
- Monitor telephone systems capacity.
- Administer, maintain and support call accounting system
- Provide technical advice to ensure the effective operation of telecommunication systems at the Navy Yard.
- Coordinate facility requirements with the Video Teleconferencing Manager and provide technical assistance.
- Perform configuration management of NAVSEA telecommunications systems
- Review network configuration specifications to include the mix of analog and digital service, VoIP, ICD call center, and Unity voicemail when there is a decrease or increase to system configuration.
- Provide operations support, VoIP network management, new or revised hardware or software distribution, user assistance, training, and associated security functions.
- Provide all maintenance services required to support the NAVSEA WNY Cisco VoIP system, ICD call center, Unity voice mail and Avaya system. This includes CAS components, software, software patches and upgrades, servers, switches, telephones. Must ensure all associated telecommunications equipment can be connected to PSTN, DSN & FTS 2001.
- Provide helpdesk support for over 5000 NAVSEA users for all phone and voice mail. Including receiving and resolving trouble tickets via phone, voice mail and Remedy.
- Perform and provide expertise ensuring all telecommunication system meets established security requirements in accordance with IA and Navy policy.
- Support the system accreditation of Voip and Definity phone systems and facilities.
- Support and coordinate the installation of new hardware, software and communications. Coordinate vendor service calls and warranty work, performing quality assurance testing to assure that system problems are resolved. Coordinate with headquarters and field activities to implement approved changes.
- Provide Preventive Maintenance (PM) services for VoIP and Definity phone systems, support equipment and phones in conference room facilities. Develop a periodic schedule of all planned and preventive maintenance which would impact all phone systems and phones for conference room operations. Maintain operator logs and scheduling systems to support the efficient operation and utilization of NAVSEA phone systems and facilities.
- Provide system level corrective maintenance for VoIP and Definity equipment. Respond to trouble calls for VoIP and Definity system/subsystem/component failures affecting system availability of all or part of the overall NAVSEA phone systems, including interface with communications carrier personnel. Ensure system reliability by providing management, diagnosis and repair capability.
- Support the government-approved development of innovative changes, modifications, and enhancements to current and envisioned VoIP, Definity or other Navy mandated system design configurations. With government-approval, install and implement systems design changes, modifications and enhancements; and perform testing and evaluation on new or modified systems, subsystems, and components.
- Maintain an inventory of Voip and Definity systems and components.
- Conduct research and development of Voip and Definity system and component refresh. and make recommendation to government POC.
- Support voice cable plant maintenance and repair
- Conduct maintenance of the Emergency 911(automatic number identification) information to the current NAVSEA Headquarter-designated provider. Any anticipated change or plans to change the way Emergency 911 services are provided shall be discussed and mutually agreed upon prior to making changes.
- Provide management and support to Public Switched Telephone Network (PSTN), Federal Telecommunications System (FTS), and Defense Switched Network (DSN) circuits, and major software and

hardware releases and upgrades.

- Provide management of Bldg 104 Avaya Definity switch which is used for all secure and nonsecure telephones in Bldg 104. Plan, implement and complete all telecom projects for NAVSEA 08.
- Coordinate with Department of Energy (DOE) special circuit and equipment requirements associated with Definity and SONET Ring.
- Manage the point of presence for NAVSEA 08 DOE classified and unclassified networks
- Coordinate, track and assist vendors for trouble resolution of all NAVSEA circuits residing on the SONET Ring.
- Monitor and manage SONET Ring capacity and associated cable plant.
- Gather customer requirements and provide vendor quotes.
- Develop implementation plans and milestone charts/schedules
- Maintain and support two non-secure conference bridges and provide support to the NAVSEA secure REDCOM conference bridge.
- Plan, implement and manage support for Front Offices, Section Heads and Executive configurations with special needs and/or unique ring configurations used for SES and senior staff in Bldg 104.
- Identify and correct fax machine problems associated with phone line
- Participate as a Telecom Liaison for the NAVSEA Phone Office at senior staff and vendor meetings.
- Make recommendations to enhance or improve existing telecom office operations
- Write project proposals and summaries on project outcomes
- Interact with a variety of executives, vendors, government employees to provide quality customer service.
- Manage and maintain Uninterrupted Power Source (UPS) for voice communications

Logistics Planning and Documentation for NAVSEA HQ.

Provide a variety of logistics planning and documentation support for new and existing systems. Specific tasks may include, but are not limited to:

Systems/equipment support programs,

Systems/equipment transition programs,

Systems/equipment maintenance/repair programs

Systems/equipment documentation,

Training plans and materials, Evaluation Criteria/Performance Factors

DELIVERABLES

A001- Trip Reports. Trip reports shall be provided to the cognizant PM and DCIO for all travel where costs accrued to the contract. Trip reports shall be submitted within 10 calendar days of the completion of travel.

A002- Status Reports. The contractor shall prepare a monthly status report defining the level of effort and work accomplished during the month, cumulative data since task inception, and forecasts for the upcoming period. The contractor shall also provide monthly and cumulative task expenditure data to include but not limited to; hours, and costs incurred within each approved labor category, and for all Other Direct Costs (ODC's); travel, hardware, software, reproduction, and materials.

A003- Financial Analysis Summary. From the paragraph above the contractor shall provide to the CIO Financial Office with additional detail ---- a monthly financial summary that will identify, by specific task, the total costs incurred during the billing cycle. The monthly financial summary shall be broken down to reflect expenditures by labor category, ODCs, and will include a separate travel summary. Additionally, the financial analysis summary will reflect cumulative spending in the categories identified above, and will project (graph/chart) the overall contract spending status.

A004- NAVSEA CIO Meeting Minutes. The contractor shall provide meeting minutes to the COR/TPOC and the DCIOs for all meetings that occur between and amongst the aforementioned parties. Meeting

minutes will be provide NLT seven (7) calendar days after the meeting.

A005- Quality Assurance Plan. The contractor shall submit to the Government a Quality Assurance Plan (QAP) that delineates how they will ensure quality in their own performance. The QAP shall be in Microsoft Word format, and it shall be submitted electronically to the Government TPOC. The QAP is due 30 days after contract award.

A006-Management/Technical Documentation. The contractor shall provide plans, studies, reports, briefing materials, point papers, and other documentation as required.

The services provided under this SOW/contract are performance based, and the following performance standards will apply:

Standard One. Deliverables required by this contract are submitted on or before the required due date(s). Measurement. Deliverables are received on schedule 95% of the time unless the Government is responsible for the delay or has given permission to delay delivery.

Standard Two. Deliverables required by this delivery order are submitted in the proper format, on the approved delivery media, and require no administrative corrections. Deliverables are received in the proper format 95% of the time unless the Government agrees beforehand to a revised format.

Standard Three. Management, technical and administrative support provided by the contractor is responsive. Measurement. Required contract management, technical, and administrative support are provided on time 95% of the time. The contractor cannot be untimely more than 5% of the time.

Standard Four. Monthly status/progress, and financial reports shall be submitted on or before due dates and are free of errors. Measurement. Delivered on schedule 95% of the time unless the Government is responsible for the delay or has given permission for delay delivery. The reports shall be free of errors 95% of the time.

GENERAL CONDITIONS AND REQUIREMENTS

1.0 Travel and Training

The contractor is authorized to travel as necessary to fulfill the requirements of the contract in support of the CIO's requirements. All travel and expenses related thereto shall be in accordance with the current version of the Joint Travel Regulations.

2.0 Equipment

The contractor will manage, maintain, and operate Government-provided equipment. The contractor will provide software and hardware fixes as offered and provided under its maintenance agreements with Avaya, Cisco and other associated maintenance vendors. Contractor will implement Government-provided major software and hardware releases and upgrades for Avaya and Cisco equipment. The contractor will support the existing installed seats at WNY NAVSEA HQ, namely 4,500 CISCO VOIP seats and 1,736 Avaya voice seats.

3.0 Security

The contractor shall ensure all personnel assigned have the proper Government security clearances to perform the work assigned and access the facilities required to perform the work at the time of contract award.

All contractor personnel must be U.S. citizens. All personnel located on-site at the Washington Navy Yard must possess at least an interim or final Secret clearance or better. Additional clearances including those required for special access programs may be required and will be identified on an as required basis. A DD 254 "Contract Security Classification Specifications" shall be required for all personnel assigned to the resultant contract.

4.0 Place of Performance

The efforts associated with this contract shall be performed primarily on-site at the Washington Navy Yard or at support remote sites in close proximity to the Washington Navy Yard.

5.0 Period of Performance

The resultant contract shall be for one (1) base year, and four one (4) one year options.

Some work will be performed after hours, on weekends and at remote sites.

OTHER CONDITIONS & REQUIREMENTS:

In addition telephony technical personnel require mid to high level expertise in many disciplines such as, Windows 2000 and above to include all recently deployed upgrades and versions, Remedy, WNY Facility Management System (Portal), and all Microsoft software products, Metrics reporting capabilities, Information Assurance and management, Manager, Avaya Voice, Video, Secure voice, Teleconferencing, Exchange servers, Mail Relays, Telecommunications systems (Cisco call manager and unity voicemail, Definity G3R8 and S8710, Audix and Modular Messaging voice mail) Forum Conference bridge, Merlin Legend, Verizon Sonet Ring, SEA 08/DOE network, Verasmart call accounting system, backup systems, anti-virus and spam protection services, ISDN, remote dial up, DoD and NAVY Directive compliance for all NAVSEA voice and related systems. etc.

NMCI Services and Fees

NMCI services, and support fees will be administered as follows: The Naval Sea Systems Command will order and pay for NMCI seats/services for on-site contractors, with those costs being disallowed in the contract. Offsite contractors who require only e-mail access to NAVSEA personnel and data do not need NMCI seats/services. Offsite contractors who require access to data on servers residing behind the NMCI firewall must have NMCI seats, and must negotiate directly with EDS to procure them. The costs associated with these requirements are billable to the contract. No personal or company-owned computers will be permitted to connect to the NMCI or NAVSEA legacy network, nor to use the NMCI network to access the contractor's network.

Requirements Concerning Work Week (NAVSEA) (May 1993)

(a) Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work.

(b) The offeror may include uncompensated effort in its proposed level of effort if:

(1) The offeror has an established cost accounting system, approved by the Defense Contract Audit Agency, which records all hours worked, including uncompensated hours, for all employees, regardless of contract type.

(2) Uncompensated hours, for all employees and regardless of contract type, are included in the offeror's base for allocation of overhead costs.

(3) The proposal identifies hours of uncompensated effort proposed by labor category.

(4) The proposal identifies the amount of uncompensated effort which will be performed without supervision and without support personnel and assesses the productivity of such effort.

(5) The proposal describes the extent to which employees are required or encouraged to perform uncompensated effort and the impact the use of uncompensated effort has on work effectiveness.

(6) The proposal includes a copy of the corporate policy addressing uncompensated effort.

(c) The above information must be provided for each subcontract which has uncompensated effort included in the proposed level of effort.

(d) Any proposal which includes uncompensated effort in the proposed level of effort not in compliance with the above may be rejected.

NAVSEA CAAS Study Team Review of Task Order No. N00024-04-D-4137-BH03-- Determination: Labor -- 0% CAAS, 100% Non-CAAS. ODCs - 100% Non-CAAS.

Justification: On 20 December 2006, NAVSEA CAAS Study Team Member Mr. Peter Richmond reviewed the requirements addressed within subject Task Order. During the review it was determined that the labor requirements addressed within the subject task order are 100% Non-CAAS as defined within Public Law 10 U.S.C., Section 2212.

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SECTION D PACKAGING AND MARKING

Packaging and Marking shall be in accordance with Section D of the IDIQ contract.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be in accordance with Section E of the SeaPort-E Multiple Award IDIQ contract.

SECTION F DELIVERIES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

2000AB 1/1/2007 - 6/29/2007

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

2000AA 1/1/2007 - 12/31/2007
2100AA 1/1/2008 - 12/31/2008
2200AA 1/1/2009 - 12/31/2009
2300AA 1/1/2010 - 12/31/2010
2400AA 1/1/2011 - 12/31/2011
3000AA 1/1/2007 - 12/31/2007
3100AA 1/1/2008 - 12/31/2008
3200AA 1/1/2009 - 12/31/2009
3300AA 1/1/2010 - 12/31/2010
3400AA 1/1/2011 - 12/31/2011

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager

Susan D Becker, SEA 001
1333 Isaac Hull Ave. SE
Washington Navy Yard, DC 20376
susan.becker@navy.mil
202-781-2684

Government Technical Point of Contact (TPOC)

Cordella Jenkins, SEA 001
1333 Isaac Hull Ave. SE
Washington Navy Yard, DC 20376
cordella.jenkins@navy.mil
202-781-0010

The Government Technical Point of Contacts (TPOC) will be Cordella Jenkins.

The TPOC is responsible for:

- 1) Accepting contractor services
- 2) Receiving, signing and approving contractor invoices
- 3) Providing recommendations to facilitate timely and efficient processing of the monthly invoices and
- 4) Providing timely input regarding the SOW and recommending corrective actions to the cognizant Contract Specialist/Officer and timely technical direction to the contractor.

HQ G-2-0007 INVOICE INSTRUCTIONS (NAVSEA) (OCT 2006)

(a) In accordance with the clause of this contract entitled "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS" (DFARS 252.232-7003), the Naval Sea Systems Command (NAVSEA) will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The following information regarding invoice routing is provided for completion of the invoice in WAWF:

WAWF Invoice Type*	2-n-1	
Issuing Office DODAAC**	N00024	
Admin DODAAC**	S2404A	
Inspector DODAAC (if applicable)**	Leave blank	
Acceptor DODAAC**	Leave blank	
LPO DODAAC (if applicable)	Leave blank	

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Pay DODAAC**	HQ0338	
DCAA Auditor DODAAC (if applicable)**	HAA722	

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on "Send More Email Notification" and add the acceptor/receiver email addresses noted below 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 acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

(f) The contractor shall submit invoices for payment per contract terms and the government shall process invoices for payment per contract terms.

(g) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number or the NAVSEA WAWF point of contact Margaret Morgan at (202) 781-4815 or margaret.morgan@navy.mil.

Applicable to all procurements

Notes:

Before contract award or soon thereafter, the COR will contact their local WAWF Government Administrator (GAM) in the case of field activities and either Pam-Morgan May (pamela.morgan-may@navy.mil) or Margaret Morgan (Margaret.Morgan@navy.mil) in the case of NAVSEA HQ to get information on how to get set up in WAWF at NAVSEA HQ or if no GAM exists for an activity.

* Insert correct invoice type here. Usually 2-n-1 for fixed price service type contracts, combo for contracts with supplies, cost vouchers for time-and-material and reimbursable cost contracts or a commercial stand-alone invoice if a DD250 is not required.

** Insert the DoDAAC of the activity who issued the contract; administers, inspects, accepts, certifies, audits, or pays the contract, as applicable. If none, so state.

Use the following web sites to complete this block

CAS Directory: <http://www.dema.mil> (CAS Directory: Administration and Payment Offices)

DCAA Audit Office Locator: <http://www.dcaa.mil>

***Required only when the payment office is a Navy DoDAAC, i.e., begins with an 'N', e.g., N68892, N68732, etc. Local Processing Office (LPO) is not required for Mechanization of Contract Administration Services (MOCAS) paid contracts.

**** Include the work email address of the acceptor/receiver. Acceptor/receiver should be consistent with Section E (e.g., someone in the program office for destination acceptance of hardware, COR for LOE services)

SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of

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operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBA's 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

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SECTION I CONTRACT CLAUSES

None specifically added to this solicitation beyond basic MAC.

SECTION J LIST OF ATTACHMENTS

Attachment 1 - Sample Staffing Plan

Attachment 2 - Financial Accounting Data Sheet (\$481,000)

Attachment 3 - DD254

**CONTRACT
FINANCIAL ACCOUNTING DATA SHEET**

1. CONTRACT NUMBER (CRITICAL) N0017804D4137		2. SPIIN (CRITICAL) EH03		3. MOD (CRITICAL) 00		4. PR NUMBER N0002407NRS5007.00		7.		NAVY INTERNAL USE ONLY REF DOC/ACRN					
5. 6. LINE OF ACCOUNTING															
CLIN/SLIN	A. ACRN (CRITICAL)	B. APPROPRIATION (CRITICAL)	C. SUBHEAD (CRITICAL)	D. OBJ CLASS	E. PARM	F. RFM	G. SA	H. AAA (CRITICAL)	I. TT	J. PAA	K. PROJ UNIT	MCC	PDLI & SUF	AMOUNT (CRITICAL)	
2000 AB	AA	17 7 1804	8B5B	257	SA	SOT	0	068342	2D	000000	15BS0	000	OS00	481,000.00	N0002407RA08B5B
														PAGE TOTAL:	481,000.00
														GRAND TOTAL:	481,000.00
PREPARED/AUTHORIZED BY:											COMPTRROLLER APPROVAL : DAVID M. JOYCE //S// By Direction of COMPTRROLLER/DEPUTY COMMANDER				
											DATE : 19-DEC-2006				