

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 14	3. EFFECTIVE DATE 22-Jun-2010	4. REQUISITION/PURCHASE REQ. NO. N6227110RCRL003	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY FISC, San Diego, Regional Contracts Department 937 North Harbor Drive, Suite 60 San Diego CA 92132 jeanne.johnson-clark@navy.mil 619-532-2660	CODE N00244	7. ADMINISTERED BY (If other than Item 6) DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342	CODE S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) MAC Consulting Services, INC 12388 Falkirk Drive Fairfax VA 22033	9A. AMENDMENT OF SOLICITATION NO.		
	9B. DATED (SEE ITEM 11)		
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-06-D-4798-NW02		
CAGE CODE 1PBQ4	FACILITY CODE 080328060	[X]	10B. DATED (SEE ITEM 13) 07-Jan-2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[X]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of Both Parties
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print) Michael Skratulia, President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeanne M Johnson-Clark, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Michael Skratulia (Signature of person authorized to sign)	15C. DATE SIGNED 23-Jun-2010	16B. UNITED STATES OF AMERICA BY /s/Jeanne M Johnson-Clark (Signature of Contracting Officer)	16C. DATE SIGNED 23-Jun-2010

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GENERAL INFORMATION

The purpose of this modification is to provide incremental funding for CLIN 6001 by \$1,500,000 on ACRN BF. ODC CLIN 6001 is hereby increased by \$1,500,000 from \$2,335,000 to \$3,835,000. See herein for details. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased by [REDACTED] from [REDACTED] to [REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
6001BF	O&MN,N	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased by [REDACTED] from [REDACTED] to [REDACTED]

CLIN/SLIN	From (\$)	By (\$)	To (\$)
6001BF	0.00	[REDACTED]	[REDACTED]

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1001	DIRECT LABOR - CHDS INSTRUCTIONAL SUPPORT SERVICES					██████████
1001AA	DIRECT LABOR - CHDS INSTRUCTIONAL SUPPORT SERVICES - BASE PERFORMANCE PERIOD (O&MN,N)	1.0	Lot	██████████	██████████	██████████
1002	DIRECT LABOR - CHDS INSTRUCTIONAL SUPPORT SERVICES - OPTION PERIOD 1					██████████
1002AA	DIRECT LABOR - CHDS INSTRUCTIONAL SUPPORT SERVICES - OPTION PERIOD 1 (O&MN,N)	1.0	Lot	██████████	██████████	██████████
1002AB	DIRECT LABOR - CHDS INSTRUCTIONAL SUPPORT SERVICES - OPTION PERIOD 1 - ADDITIONAL SLIN FOR FUNDING PURPOSES (O&MN,N)	0.0				
1002AK	N6227109RCR2303 Fully funds CLIN 1002 (O&MN,N)	0.0				

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3001	ESTIMATED TRAVEL & ODCS - BASE PERIOD			██████████
3001AA	ESTIMATED TRAVEL AND OTHER DIRECT COSTS - BASE PERFORMANCE PERIOD - ALL OFFERORS SHALL	1.0	Lot	██████████

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USE [REDACTED]
FOR ANNUAL
ESTIMATED TRAVEL
COSTS AND
\$700,000 FOR
ANNUAL ESTIMATED
OTHER DIRECT
COSTS - EACH
OFFEROR SHALL
CLEARLY STATE ITS
PROPOSED MATERIAL
HANDLING RATE AS
A PERCENTAGE TO
BE MULTIPLIED
AGAINST THE
ANNUAL ESTIMATED
OTHER DIRECT
COSTS OF [REDACTED]
- NO MATERIAL
HANDLING RATE
SHALL BE APPLIED
TO THE ESTIMATED
TRAVEL AMOUNT OF
[REDACTED]
(O&MN,N)

3002 ESTIMATED TRAVEL [REDACTED]
& ODCS - OPTION 1

3002AA ESTIMATED TRAVEL 1.0 Lot [REDACTED]
AND OTHER DIRECT
COSTS - OPTION
PERIOD 1 - ALL
OFFERORS SHALL
USE [REDACTED]
FOR ANNUAL
ESTIMATED TRAVEL
COSTS AND
[REDACTED] FOR
ANNUAL ESTIMATED
OTHER DIRECT
COSTS - EACH
OFFEROR SHALL
CLEARLY STATE ITS
PROPOSED MATERIAL
HANDLING RATE AS
A PERCENTAGE TO
BE MULTIPLIED
AGAINST THE
ANNUAL ESTIMATED
OTHER DIRECT
COSTS OF [REDACTED]
- NO MATERIAL
HANDLING RATE
SHALL BE APPLIED
TO THE ESTIMATED
TRAVEL AMOUNT OF
[REDACTED].
(O&MN,N)

3002AB ESTIMATED TRAVEL 1.0 Lot \$0.00
AND OTHER DIRECT
COSTS - OPTION
PERIOD 1 -
ADDITIONAL SLIN

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FOR LINE OF
ACCOUNTING
PURPOSES (O&MN,N)

3002AC	ESTIMATED TRAVEL AND OTHER DIRECT COSTS - OPTION PERIOD 1 (O&MN,N)	1.0 Lot	\$0.00
3002AE	ESTIMATED TRAVEL AND OTHER DIRECT COSTS - OPTION PERIOD 1 (O&MN,N)	1.0 Lot	\$0.00
3002AF	ESTIMATED TRAVEL AND OTHER DIRECT COSTS - OPTION PERIOD 1 (O&MN,N)	1.0 Lot	\$0.00
3002AG	ESTIMATED TRAVEL AND OTHER DIRECT COSTS - OPTION PERIOD 1 (O&MN,N)	1.0 Lot	\$0.00
3002AH	ESTIMATED TRAVEL AND OTHER DIRECT COSTS - OPTION PERIOD 1 (O&MN,N)	1.0 Lot	\$0.00
3002AJ	INCREMENTAL FUNDING FOR CLIN 3002 ESTIMATED TRAVEL AND ODC (O&MN,N)	1.0 Lot	\$0.00

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4001	LABOR 16 Sept 2009 - 15 Sept 2010				
4001AA	N6227109RCR2306 ACRN AL incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot			
4001AN	N6227109RCR2P01 ACRN AN incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot			62
4001AP	N6227109RCR2P01 ACRN AP incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot			

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4001AQ	N6227109RCR2P01 ACRN AQ incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot	██████████	██████████	██████████ 9
4001AR	N6227109RCBGE01 ACRN AR incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot	██████████	██████████	██████████
4001AS	N6227109RCBGE01 ACRN AS incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot	██████████	██████████	██████████
4001AT	N6227109RCBGE01 ACRN AT incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot	██████████	██████████	██████████
4001AU	N6227109RCBGE01 ACRN AU incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot	██████████	██████████	██████████
4001AV	N6227109RCBGE01 ACRN AV incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot	██████████	██████████	██████████
4001AW	N6227109RCBGE01 ACRN AW incremental funding applies to both cost and fee (O&MN,N)	1.0 Lot	██████████	██████████	██████████
4001AX	N6227110RCB3B05 ACRN AX Incremental Funding (O&MN,N)	1.0 Lot	██████████	██████████	██████████
4001BC	N6227110RCRL1001 ACRN BC Fully Funds CLIN 4001 (O&MN,N)	1.0 Lot	██████████	██████████	██████████

For ODC Items:

Item	Supplies/Services Qty	Unit Est. Cost
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6001	ODC 16 Sep 2009-15 Sep 2010			
6001AA	N6227109RCR2306 ACRN AM incremental funding (O&MN,N)	1.0 Lot		
6001AY	Incremental Funding ACRN AY N6227110RCR4801 (O&MN,N)	1.0 Lot		
6001AZ	Incremental Funding ACRN AZ N6227110RCR4801 (O&MN,N)	1.0 Lot		
6001BA	Incremental Funding ACRN BA N6227110RCK1518 (O&MN,N)	1.0 Lot		
6001BB	Incremental Funding ACRN BB N6227110RCXC504 (O&MN,N)	1.0 Lot		
6001BC	N6227110RCRL001 ACRN BC Incremental Funding (O&MN,N)	1.0 Lot		
6001BD	N6227110RCRL001 ACRN BD (O&MN,N)	1.0 Lot		
6001BE	N6227110RCRL001 ACRN BE (O&MN,N)	1.0 Lot		
6001BF	N6227110RCRL002 ACRN BF (O&MN,N)	1.0 Lot		

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Statement of Work: Instructional Support

Center for Homeland Defense and Security (CHDS)

School of International Graduate Studies

Naval Postgraduate School

Monterey, California

1.0 BACKGROUND

The Center for Homeland Defense and Security (CHDS), located at the Naval Postgraduate School (NPS) School of International Graduate Studies (SIGS) in Monterey, California, has been the nation's premier provider of Homeland Security graduate and executive level education since 2002. NPS and the U.S. Department of Homeland Security (DHS) are partnering to pioneer the development and delivery of "cutting edge" graduate and executive programs for senior homeland security officials at the Federal, state and local levels of government and the Military Services. CHDS mission guidance, coordination of new programs and curriculum development efforts, and annual funding for execution are provided by the DHS, National Preparedness Directorate, FEMA, The core CHDS education programs include the NPS Homeland Security Master of Arts (MA) Degree, Executive Education Mobile Education Team (MET) seminars for governors and other state and local executives, and the Homeland Security Digital Library (HSDL). The Center also executes the Homeland Security Executive Leadership Program and the University and Agency Partnership Initiative (UAPI).

Masters Degree Program: The NPS Center for Homeland Defense and Security (CHDS) offers the first homeland security master's degree in the United States. The MA program is fully funded by DHS and is offered at no cost to eligible local, state and DHS Federal officials. The curriculum is structured to reach students who are already serving in significant homeland security assignments and cannot enroll in a typical in-residence degree program due to the demands of their current positions. The program is structured as a hybrid in-residence / network-based learning curriculum of study. Students need to visit the campus only two weeks each Academic Quarter during the 18-month program, with the remainder of their course work completed via web-based learning modules (practical application of learning). This structure allows NPS to accommodate the time constraints of the enrolled students who hold demanding full-time duties at their home locations. The courses include scenario-based exercises in a detailed, fully built-out city in Cyberspace. Enrolled students apply their newly-gained theoretical insights and analytical skills to "real world" terrorism prevention problems by testing strategies and policies in this risk-free environment.

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Students also complete research papers and a required Master's Degree thesis on actual policy development issues confronting their state, city or sponsoring organization. The education programs are developed and taught by the CHDS faculty, including NPS faculty and a cadre of prominent scholars, Government officials and subject matter experts (SMEs) located around the country. The MA degree and other CHDS education programs are facilitated through complete web development services including web site design, implementation, module development, classroom audio video support and the CHDS premier Homeland Security Digital Library (HSDL). CHDS executes the Masters Degree Program at NPS in Monterey, CA (four simultaneous cohorts) and in Shepardstown, WV (two cohorts.)

Executive Leadership Program This program consists of four modules beginning with foundational aspects of homeland security and the threats, proceeding to describe the nature of the threats, legal and cultural aspects of preventing and preparing for the threats, the collaborations necessary to effectively manage the information sharing, threat recognition, protection measures, and plans in preparation for action.

Each of the one-week seminars will offer presentations on selected topics around leadership, networks, and the nature and scope of the Homeland Security issues which are used to assess the strategic application of the resources of the local, state, tribal, and federal jurisdictions to address those issues. Seminars will be conducted on such topics as intelligence, critical infrastructure, border/immigration, threat recognition, crisis and risk communications, incident management and fear management as well as emerging homeland security issues. All of the topics will be discussed on a strategic, policy, and organizational design level with particular attention to intergovernmental planning challenges. The participants will consider complex issues and case studies, and work through problems that enable them to strengthen working relationships across regions, agencies, and local-state-federal jurisdictional and private sector lines.

Executive Education Program, Mobile Education Teams (MET) The MET program is an intensive half-day seminar on Homeland Security designed to help strengthen U.S. capability to prevent, deter, and respond to domestic terrorist attacks, and to build the intergovernmental, interagency, and civil-military cooperation that Homeland Security requires. The seminars are conducted by Mobile Education Teams (MET) comprised of nationally recognized experts in various areas related to Homeland Security. The MET seminar focuses exclusively on enhancing the capacity of top government officials to successfully address new Homeland Security challenges. For states, the target audience is the Governor and his/her Homeland Security team, which is expected to consist of the Governor's senior staff and the heads of each department and agency that has a role in Homeland Security. The MET seminar is also available for major urban area senior Homeland Security leaders.

The University and Agency Partnership Initiative (UAPI) The UAPI brings together institutions nationwide which are dedicated to advancing homeland security education. The effort seeks to increase the number and diversity of students receiving homeland security education, accelerate establishment of high quality academic programs, and provide opportunities for collaboration to create an intellectual multiplier effect that furthers the study of homeland security. Through the UAPI, the NPS Center for Homeland Defense and Security makes available its curriculum, distance learning technology, HSDL, and all other resources. In return, UAPI partners share their curricula and specialized expertise with the UAPI partner community. This collaborative environment provides a cost-effective way to educate a large number of students beyond the boundaries of the NPS physical campus by

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allowing other universities and agencies to build upon the academic body of knowledge already available. It also encourages synergy in critical research activities and accelerates the development of the homeland security academic discipline.

More information and explanation on the programs and background of the CHDS are available on the CHDS website at <http://www.chds.us>. More information on the mission and programs of the Naval Postgraduate School are available at <http://www.nps.edu>.

1.1 CHDS Education Program Goals and Objectives. Through graduate and executive-level coursework, seminars and research, Government leaders gain the analytical skills and substantive expertise to prevent, deter and responds to terrorist attacks and to bridge gaps in interagency and civil-military cooperation. This is accomplished by bringing together a diverse range of senior officials to share perspectives and lay the foundation for long-term homeland security collaboration. All CHDS programs are designed to create a multiplier effect through the distribution of content, technology, research and other resources to universities and agencies that are building national preparedness. To assist program participants in overcoming specific challenges they face in their homeland security positions, the course series has a strong emphasis on real-world application and problem solving. The CHDS faculty also emphasizes the opportunities and obligations of military leaders, civilian officials and private sector executives to work together in pursuing national objectives, including discussion of methods of overcoming barriers to effective communication.

1.2 Hybrid Program. The CHDS Master's Degree curriculum is structured to reach students already serving in significant Homeland Security-related positions who cannot enroll in a typical in-residence graduate degree program. Students are in-residence at NPS for only two weeks each academic quarter during the eighteen month program (a total of 12 weeks). The remainder of the coursework is completed via web-based learning.

1.2.1 In-Residence Courses. While at NPS, MA degree students begin two new courses during each two-week session. CHDS faculty introduce the new courses and begin lectures and activities that will be continued during the web-based learning phase of the quarter. At the conclusion of the course, students return to the classroom for three more days of instruction.

1.2.2 Web-Based Learning. Students return to their homes and full-time work environments but continue their on-line studies for the two courses in which they are enrolled for each academic quarter. Network-based learning includes scenario-based exercises. Course assignments and supplemental information are accessed through the Homeland Security Digital Library (HSDL), including research papers and readings as well as forum discussions.

1.3 MA Degree Curriculum. The Homeland Security 18-month Master's degree curriculum includes thirteen courses, outlined in the CHDS New Student Guide (available upon request from CHDS). They are: (1) NS 3180 - Introduction to Homeland Security; (2) SO 3210 – Unconventional Threats and Homeland Security; (3) IS 4010 - Technology in Homeland Security; (4) NS 4156 - Intelligence for Homeland Security: Organizational and Policy

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Challenges; (5) CS 3660 - Critical Infrastructure: Vulnerability Analysis and Protection; (6) NS 4239 - Special Topics in American Government for Homeland Security: Border Security and Public Health; (7) NS 4881 – Multi-Disciplinary Approaches to Homeland Security; (8) NS 3028 – Comparative Government for Homeland Security; (9) NS 4755 – Strategic Planning and Budgeting for Homeland Security; (10) NS 4133 – Psychology of Fear Management and Terrorism; (11 and 12) NS 2013 and NS 4081 – Policy Analysis and Research Methods; (13) NS 4232 – Knowledge into Practice: A Homeland Security Capstone Course.

1.4 Executive Leadership Program: Local, State and Federal government agencies, national associations, academic institutions, and the private sector are at the forefront of our nation’s homeland security mission. Being at the forefront in a rapidly changing environment requires continuous education for our nation’s homeland security leaders. All require a deeper understanding of the current and emerging homeland security issues, public policy debates, the terrorist threat and evolving best practices. The Naval Postgraduate School Center for Homeland Defense and Security (CHDS) in partnership with the U.S. Department of Homeland Security, National Preparedness Directorate, FEMA provides the educational opportunity for our nation’s current and future homeland security leaders to develop the strategies, policies and organizational elements needed to defeat terrorism in the United States.

1.4.1 Executive Leadership Program Overarching Goal and Objectives:

- **To provide an educational forum to enhance leaders’ capacity to identify and resolve homeland security problems as well as an opportunity to build networks among the nation’s local, state, federal government and private sector homeland security officials.**
- **To strengthen the national security of the United States by providing a non-degree graduate level educational program that meets the immediate and long-term needs of leaders responsible for homeland defense and security.**
- **To assist senior local, state, federal government and private sector officials in building capacity to defeat terrorism.**

1.4.2 Executive Leadership Curriculum: This program consists of four modules beginning with foundational aspects of homeland security and the threats, proceeding to describe the nature of the threats, legal and cultural aspects of preventing and preparing for the threats, the collaborations necessary to effectively manage the information sharing, threat recognition, protection measures, and plans in preparation for action.

Each of the one-week seminars will offer presentations on selected topics around leadership, networks, and the nature and scope of the Homeland Security issues which are used to assess the strategic application of the resources of the local, state, tribal, and federal jurisdictions to address those issues. Seminars will be conducted on such topics as intelligence, critical infrastructure, border/immigration, threat recognition, crisis and risk communications, incident management and fear management as well as emerging homeland security issues. All of the topics will be discussed on a strategic, policy, and organizational design level with particular attention to intergovernmental planning challenges. The participants will consider complex issues and case studies, and work through problems that enable them to strengthen working relationships across regions, agencies, and local-state-

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federal jurisdictional and private sector lines.

1.4.3 Program Structure: Each Executive Leadership session is conducted over a five-day period at the NPS CHDS facilities in Monterey, CA. The program requires a total of four one-week sessions over a 9-month period with on-line forums and debates held between the in-residence periods. The invitees consist of approximately thirty senior local, state, federal government, military and private sector officials with homeland security responsibilities. The program is designed to accommodate the busy schedules of participating executives and does not require the workload of traditional graduate- level education programs. The instruction is a combination of presentations and facilitated discussion with faculty and subject matter experts, to include the participants. The in-residence week is structured around a Monday – Friday timeframe. Each day’s session typically begins at 8:00 a.m. and end by 4:00 p.m., with the exception of the Friday session which will end at 12:00 noon. The CHDS Executive Leadership Program funds the costs for attendee travel and lodging for each of the four in-residence sessions under the proposed contract. In 2007, DHS approved the formation of a pilot Executive Leadership Program in the National capital region.

1.5 Executive Education Mobile Education Team (MET) Program: The Center’s Homeland Security Executive Education Mobile Education Team (MET) seminar is an intensive half-day program designed to assist state and local governments in strengthening the nation’s capability to prevent, deter and respond to domestic terrorist attacks, and to build intergovernmental, interagency and civil-military cooperation required by the Global War on Terrorism. The seminars are conducted by MET members comprised of nationally-recognized experts in Homeland Security policy, prevention, planning and response operations. These programs focus on a goal of enhancing the knowledge and capacity of top government officials to successfully address the challenges of Homeland Security responsibilities at all levels of leadership. For state governments, the target audience is the Governor and his/her Homeland Security executive team, normally the Governor’s senior staff and the heads of those departments and agencies having a role in the state’s Homeland Security mission. The MET seminar is also available for senior Homeland Security leaders in major urban areas across the U.S. and other leadership groups such as national public safety associations, consortiums and organizations. CHDS has hosted over 80 MET seminars which concentrate on the challenges and management problems inherent in Homeland Security as it impacts state and local level strategic planning, policy development and organizational design. Seminar topics include: risk assessment; intelligence collection; information sharing, collaboration, analysis, fusion and dissemination; Federal/state/local/private responsibilities and coordination; critical infrastructure protection; preparedness; public communications; response and recovery operations; and continuity of government, operations, and essential services.

Mobile Education Team (MET) seminars address topics throughout the U.S. in an interactive roundtable format, enhancing the capacity of top State and Metropolitan government officials to successfully address new homeland security challenges. The seminars concentrate on the problems that homeland security poses at the State and Local level. To achieve success in the performance of this important DHS tasking, the following information on the mission, goals and phased approach is provided:

1.5.1 Mission Statement. The CHDS Homeland Security Executive Education mission is to strengthen the national security of the United States by providing educational programs that meet the immediate and long-term leadership needs of Federal, State and Local

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organizations responsible for Homeland Defense and Security. To assist program participants in overcoming specific challenges they face in homeland security, the CHDS staff emphasizes the opportunities of leaders to work together in pursuing national objectives including discussions of how to overcome barriers to effective communications and priority setting in order to develop a culture that supports change. Courses are designed to address organizational structure, policies and strategies, and executive-level discussions of how to conduct risk assessment and risk management activities as they relate to homeland security requirements especially in the prevention of terrorist attacks.

1.5.2 MET Approach. State, territorial and local governments are at the forefront of our country's War on Terrorism. The U.S. Department of Homeland Security's Office for Grants and Training has developed in partnership with the Naval Postgraduate School, an intensive half-day seminar on homeland security. The seminar is designed to help strengthen U.S. capability to prevent, deter, and respond to domestic terrorist attacks and to build the intergovernmental, interagency, and civil-military cooperation that homeland security requires. The seminar's target audience is the governor and his or her homeland security team - the governor's senior staff and heads of each department and agency that has a role in the homeland security mission. The MET seminar is also available for senior Homeland Security leaders in major urban areas across the U.S. and other leadership groups such as national public safety associations, consortiums and organizations. The seminars are conducted by Mobile Education Teams (MET) comprised of nationally recognized experts in various areas related to homeland security.

The MET team will not attempt to recommend how each state or territory should resolve the challenges it confronts but will provide, as appropriate, emerging "smart" practices that they have learned from experiences and discussions across the nation. Every jurisdiction has its own unique set of homeland security issues and planning constraints and must ultimately determine how best to strengthen its own homeland security prevention and preparedness policies. Moreover, the war on terrorism is so new that few state-level "best practices" models have yet emerged. While some progress has been made, governments at all levels are still at the beginning of a long process of refining and building upon their existing successes in prevention and preparedness planning.

Time constraints on the governor, mayor or commissioners and other senior officials require the seminars to be brief. The MET team will maximize the seminar's effectiveness within its tight schedule by conducting a pre-seminar visit to confirm specific challenges and issues. The feedback from this visit will form the basis for that MET seminar. This will not be a "one-size fits all" approach. Each MET seminar will be tailored to the participating state, territory, major urban area or other client.

1.5.3 MET Curriculum. The MET seminars focus exclusively on enhancing the capacity of top state and metropolitan government officials and national association groups addressing new homeland security challenges. The seminars concentrate on the problems that homeland security poses for state and locality-level strategic planning, policy development and organizational design.

Topics are discussed in an interactive roundtable format and include:

Federal/State/Local Responsibilities and Coordination

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Prevention Methods and Infrastructures

Intelligence Requirements, Collection, Assessment, Dissemination, Fusion and Sharing

Critical Infrastructure Protection

Interagency and Intergovernmental Policy and Strategy Development

Preparedness Efforts

Catastrophic Response and Recovery Issues

Continuity of Essential Services Challenges

Public Communications

Threat Recognition

Risk Assessment and Risk Management

Stakeholder Collaboration

Incident Management Coordination Policy Challenges

After each seminar is completed, officials will have access to a diverse range of follow-up/assistance programs and information resources through the DHS, National Preparedness Directorate, FEMA and the Naval Postgraduate School Center for Homeland Defense and Security.

2.0 GOVERNMENT-FURNISHED PROPERTY AND INFORMATION

2.1 Workspace. All contractor personnel performing work at the NPS campus in Monterey, California will be furnished with a Government office environment. This includes access to the workspace, office supplies, access to standard personal computers for unclassified networks, telephone, facsimile, and access to photocopy and presentation equipment as determined necessary by the Government. This also includes:

2.1.1 A roster of designated key personnel and authorized Points of Contact (POCs).

2.1.2 Security procedures; access to systems, manuals; and, operating procedures, as may be required.

2.1.3 E-mail. NPS E-mail is provided to instructors and staff.

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2.1.4 If beneficial to the Government, the Government may request contractor personnel working on this effort to attend Government- provided or sponsored training, relating to unique, specialized technical areas in the Statement of Work or if tasked during performance. However, the contractor is expected to provide trained personnel for the tasks outlined below.

2.2 Course material. As required, the contractor will have access to all current CHDS course material, course evaluations, case studies, PowerPoint presentations, etc. in digital or printed format. The Government shall provide all necessary site support materials and equipment items such as flip chart and easel, chalkboard or erasable marker-whiteboard, video, overhead projector, and other expendable/consumable classroom supplies.

3.0 SPECIFIC TASKS

3.1 Task Overview

The CHDS operations and capabilities discussed above are required to effectively execute the education mission of the Center in accordance with the guidance provided by the DHS, National Preparedness Directorate, FEMA. The successful contractor will serve as the principal provider and integrator of instruction support for the CHDS Master's Degree education program, the Executive Leadership Program, and the Executive Education Mobile Education Team (MET) Program by conducting the support tasks necessary to meet the Center's national education mission.

3.2 Tasks and Deliverables

This requirement is to support the Director of CHDS in the planning, delivery, support and successful execution of those programs associated with homeland security education. The contractor shall assist CHDS in the planning, delivery, and support of its programs, to include but not be limited to:

3.2.1 Master's Degree and Executive Leadership Programs

3.2.1(a) Course development and instruction of courses at the graduate-level in the varied subject areas related to homeland security, such as: asymmetric conflict, technology, intelligence, law enforcement and judicial systems, critical infrastructure, comparative governments, psychology of terrorism and the roles of federal, state and local governments in homeland security strategy and policy planning and research methods. Instructors must have demonstrated experience in the planning, development, and execution of graduate level courses, preferably in the domain of Homeland Security. Instructor qualifications are expected to be consistent with those of tenure track faculty of the NPS in accordance with current school policy.

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3.2.1(b) Conduct graduate-level courses both in-residence at NPS and other designated locations, and through distance learning modules. Plan for the proper electronic interfaces to enhance the learning experience for students. Develop lectures and course materials, identify supplemental readings and other research/reference resources, and prepare syllabi/instructional material (in printed or other web-based media format) for use in scheduled courses.

3.2.1(c) Conduct scholarly policy and strategy research in the academic fields relating to homeland defense and security. Assist students with research projects, to include service as thesis advisor(s) for Master's degree candidates who are completing their Homeland Security thesis requirement and conduct surveys on critical homeland security issues.

3.2.1(d) Plan and execute various seminars and short courses. Support educational-related research and events; conferences, educational seminars, and related research projects. Tasking will include the full range of logistic support, to include site location, travel arrangements, and will require familiarization with laws, regulations, and government tools regarding travel.

3.2.1(e) Coordinate the ongoing expansion of the collaborative CHDS University and University and Agency Partnership Initiative (UAPI). Provide briefings as required and attend organizational meetings with potential UAPI partners

3.2.1(f) Track all functions to be accomplished on this task, such as administrative, logistics, funding, managerial, and technical activities and expenditures/obligations.

3.2.1(g) Conduct course evaluations for all instruction delivered. Student attendees and faculty will participate in the evaluation process. The general structure of the evaluation form (s) used (paper or electronic input) and the desired output data and report format will be agreed to by the CHDS Director and/or Academic Associate. Findings will be discussed with the individual course instructor(s) and the CHDS Academic Associate. Completed evaluation packages will be delivered to the CHDS Academic Associate for review and determination of Government action(s) required, if any.

3.2.2 Executive Education Mobile Education Team (MET) Program

3.2.2(a) Provide program management support to ensure the smooth operation of the CHDS Homeland Security Executive Education support services as outlined in this performance statement of work and to the satisfaction of the Government Program Manager in CHDS. Handle administrative details relating to all program-related travel. Note, travel expenses of contractor personnel shall be limited to available funding and in accordance with the Joint Travel Regulations (JTR). . Reimbursement for travel expenses will be in accordance with the Joint Travel Regulations (JTR).

3.2.2(b) Coordinate with the CHDS Homeland Security Executive Education Manager point of

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contact, to be identified, to ensure that the training developed meets program mission and objectives.

3.2.2(c) Ensure that qualified instructors Subject Matter Experts (SME's) are available to support the needs of the CHDS Homeland Security Executive Education MET Program. The contractor and SMEs shall be responsible for conducting MET seminars including conducting presentations, facilitating discussions, and leading or facilitating seminar working groups and activities. SME's shall have the requisite experience and educational level to instruct at the graduate-level.

3.2.2(d) Provide the Government Program Manager with reports and metrics that can be used to accurately assess the overall quality of the METs delivered and the performance of the contractor personnel. The contractor shall plan, develop, recommend, and then execute tailored seminar programs that are designed to address specific strategic planning, policy development and organizational design challenges facing federal, State and Local government officials and organizations involving homeland security missions.

3.2.2(e) Provide administrative support for the Executive Education MET Program, including the Program Manager and its faculty, staff and participants. With the concurrence of the contracting officer representative, provide information to, and coordinate with, all offices within the Naval Postgraduate School (NPS) and to external agencies engaged in similar activities.

3.2.2(f) Conferences and Special Events. Coordinate with State, Regional and Urban government agencies and other program customers to plan and execute conferences, courses and seminars. For example, each customer requires a MET product that is tailored to their particular goals, objectives and challenges. MET execution, therefore, includes pre-MET coordination visits, curriculum development and/or adjustment from existing or base curriculum, team composition design (SMEs are selected to meet the above tailored objectives of the customer), MET delivery, written summary of each MET and follow-up assessments of MET team and customer evaluation. Provide conference and special event support as needed, including development of conference materials, event reporting, and management of event logistics. The contractor shall be responsible for scheduling METs and for resolving any emergent scheduling conflicts.

3.2.2(g) MET Course Delivery Support

3.2.2(g)(1) Instructor Staff. Provide a cadre of highly qualified instructors who are available to travel to various locations in the United States. The pool of instructors must be able to provide high quality education for the topics in the homeland security executive education program. Candidate instructors should have significant practitioner experience and demonstrated teaching and/or facilitation experience. Only those instructors who consistently receive "highly qualified" ratings should be deployed.

3.2.2(g)(2) Ensure that all MET course material is maintained and updated for currency and that all courses are taught with material that reflects the current Homeland Security

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environment. Develop, print, reproduce, assemble and ship all course material to support the scheduled event date(s).

3.2.2(h) Curriculum Development for target States and Localities. Courses will be customized and tailored to best meet a State/Locality's needs.

3.2.2(i) Course Maintenance. Make recommended course improvements based on student/course evaluations and updates based on changes to laws and regulations when directed and approved by the Director of the CHDS Homeland Security Executive Education MET Program. When tasked to update a course, the contractor will provide course material that is accurate, current and complete. The updates will be completed by the agreed-upon delivery date. After review and approval of the updated course material, the contractor will provide the requested changes within the agreed delivery time frame.

4.0 PERFORMANCE REQUIREMENTS

The contractor shall maintain the highest performance levels. The quality of instruction support for the CHDS education mission will be the primary focus at all times. The CHDS Director, Academic Associate, faculty and students/attendees will evaluate performance on a continual basis. The contractor will be advised whenever the Government determines that performance standards (e.g. quality of instructors and/or delivery of courses) are not meeting acceptable NPS/CHDS academic standards.

4.1 Place of Performance: Performance of tasks under this contract may be on the NPS Monterey, CA campus, in the Washington DC-area National Capital Region classroom site in Shepardstown, West Virginia, or in various other State and Locality locations as directed by the Government. The contractor's employees will provide services in Government-provided work spaces. Some work may be performed at the contractor's location.

4.2 Monthly Progress Report: The contractor will submit a monthly progress report by the 10th day of the month following the end of the reporting period. This monthly progress report will detail tasks accomplished in support of each CHDS education program (MA Degree, Executive Leadership, MET seminar and UAPI Programs) during the reporting period. The report will also include a synopsis of activities planned for the next reporting period.

4.3 Financial Reports: The contractor will submit monthly reports which detail the courses taught by each instructor/guest speaker/subject matter expert and the labor charges per event. The financial report will also include a breakout of the total charges with a breakout of individual instructor labor, travel and other direct costs being billed that month.

4.4 After-Action Reports: The Executive Education MET Program will include after-action reports for each seminar event, to be delivered 45 working days after completion of the seminar. The report will include, but not be limited to, details of students/attendees, topics covered, and the contractor's assessment of the seminar overall and any follow-on activities planned with the government organizations involved in the event.

4.5 Report Formats: The format for the above reports will be agreed upon between the contractor and the Government TPOC/COR during the first 30 days of contract performance. Additional report elements can/will be added during as required. When clarifications are

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requested on individual sections of the monthly reports, the contractor will respond within a minimum of five working days of the Government request.

4.6 Class Schedule: For the BASE PERFORMANCE PERIOD BEGINNING 1 DECEMBER 2007, the CHDS instruction plan includes the following number of courses in support of the MA Degree and Executive Leadership Programs (each class will run for one week).

CHDS Master's Degree Program Schedule

DATE	COHORT NUMBER (30 STUDENTS)	FACULTY (ESTIMATED)
Nov. 26-Dec. 7, 2007	0705/0706	8
Dec.10-21, 2007	0703/0704	6
Jan 7-17, 2008	0603/0604	3
Jan 14-25, 2008	0701/0702	6
Mar 3-14, 2008	0705/0706	5
Mar 3-14, 2008	0703/0704	6
Mar. 24-28, 2008	0603/0604	1
Apr. 7-18, 2008	0701/0702	8
Apr. 23-May 2, 2008	0801/0802	4
June 2-13, 2008	0703/0704	8
June 2-13, 2008	0705/0706	5
June 18-27, 2008	0803/0804	4
July 7-18, 2008	0701/0702	5
July 21-Aug. 1, 2008	0801/0802	6
Sept. 8-19, 2008	0703/0704	5
Sept. 8-19, 2008	0705/0706	8
Sept. 22-26, 2008	0701/0702	1

CHDS Executive Leadership Schedule

DATE	COHORT (30 PARTICIPANTS)	FACULTY (ESTIMATED)
Nov.5-9, 2007	0701	4
Feb. 11-15, 2008	0701	5
Feb.25-29, 2008	0702	7
May 5-9, 2008	0702	5
May 19-23, 2008	0801	7
Aug. 18-22, 2008	0801	5
Aug. 25-29, 2008	0702	6

4.7 Executive Education MET Seminars: The planned number of MET programs to be delivered during the BASE PERFORMANCE PERIOD BEGINNING 1 DECEMBER 2007 is estimated at a total of 30 events. The actual schedule of these individual events has not been established as each must be arranged with the cognizant State, Regional or Urban government entity involved. For planning purposes, the estimated annual total should be

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used. Generally, each MET session involves 6-9 Subject Matter Experts, a facilitator and admin/logistical support personnel.

4.8 REQUIRED ANNUAL STAFFING PLAN – KEY PERSONNEL - CHDS INSTRUCTIONAL SUPPORT

GOVERNMENT LABOR CATEGORY	ANNUAL M/H	DESIRED EDUCATIONAL LEVEL	DESIRED EXPERIENCE
SENIOR CONSULTANT	█	PhD	Government Senior executive/policy advisor experience; Corporate/Government Appointed Executive experience
SUBJECT MATTER EXPERT/SENIOR LECTURER	█	PhD	Subject matter expert (SME); industry expert; Senior Government/Corporate policy maker experience
SENIOR INSTRUCTOR	█	PhD	Tenured faculty (PhD) equivalent; significance experience in teaching or practicing in homeland security related curriculum
INSTRUCTOR	█	PhD	Tenure-track faculty equivalent
PROGRAM MANAGER	█	Masters	>5 years Program Mgt Experience
LOGISTICS PLANNER	█	Bachelors	>3 years Logistics Planner experience
EVENT COORDINATOR	█	Bachelors	>3 years Event Coordinator experience

Senior Consultant - Although the stated criteria are “desired” criteria, the Senior Consultant must be a subject matter expert. This means high-level experience in Homeland Security matters. He or she must have a demonstrated level of experience and academic achievement, which may include an “advanced degree.” The Senior Consultant must likewise have the requisite background in senior policy making and strategy development necessary for the MET program.

Subject Matter Expert/Senior Lecturer – These positions, while similar to those above, may not necessarily have the most senior level of appointments or election. The demonstration of academic rigor and accomplishment remains, but these positions may be filled by those with private sector, senior policy advisor, and/or senior executive experiences as opposed to Cabinet (federal, state, or local) levels of authority. These positions still demand the highest levels of credibility, skills and ability in order to advance the policy and strategic development of national and homeland security programs.

Senior Instructor/Instructor – These positions define our additional subject matter experts and lecturers. The fact that these positions are lower in the labor hierarchy should in no way diminish the same rigorous requirements for demonstrated experience, skills and knowledge. The successful staffs in these categories come from both the halls of academia and the front lines of the war on terror. These are senior level instructors that clearly demonstrate significant and pertinent knowledge to CHDS audiences. These are not “self

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proclaimed” or “paper” experts. They are recognized experts who are immediately accepted as worthy providers of advice and knowledge to the most senior levels of government. For guidance as to the type of education, experience, and skills, we have provided an extract of NPS Policy Regarding Appointment, promotion, salary, and Tenure of Office of the Civilian Members of the Faculty extract: Note the criteria for an Associate Professor position. ... (2) Associate Professor: Appointment to the rank of Associate Professor will require possession of the Doctorate degree, a definite record of scholarship and growth, superior personal traits, and ... years of significant teaching and research experience (relevant to the tasking under this contract).

Key Personnel for the Executive Education Program/MET (top four tiers) must have demonstrated experience and/or academic credentials in a homeland security related field. These fields or disciplines include law enforcement, border security, senior-level policy making, assessing terrorism threats including weapons of mass destruction, emergency management, public health, risk and crisis communications, intelligence, fire fighting, military doctrine and policy, and/or port and maritime security.

As the instructional programs are executed, substitutions or exceptions to labor categories and desirable qualifications for personnel can be made with approval of either the CHDS Executive Director or the CHDS Director.

Resumes are required for key personnel to be used for this requirement. Resumes are limited to two (2) pages each and shall contain only that experience, past performance, and educational information that relates directly to the requirement.

5.0 DELIVERABLES

5.1 Deliverables shall include but not be limited to the following:

<u>Deliverable</u> <u>Designation</u>	<u>Task or</u> <u>Performance</u> <u>Requirement</u>	<u>Description or Type</u> <u>of Format</u>	<u>Due Date</u>	<u>Reviewer</u> <u>or</u> <u>Accepting</u> <u>Official</u>
Monthly progress report on status of CHDS instruction and administrative support delivered	3.2.1-2 4.2	Comprehensive monthly progress report covering instruction programs completed (includes research, course development, instruction and administrative support functions)	Monthly (by 10 th day)	CHDS Director. Academic Associate or TPOC/COR
Monthly financial report for CHDS	3.2.1-2 4.3	Summary of expenditures by labor, travel and ODCs (linked with above program report)	Monthly (by 10 th day)	CHDS Director, Academic Associate or TPOC/COR
Monthly invoice	3.2.1-2	Summary and	Monthly	TPOC/COR

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	4.3	itemized listing of expenditures by labor (individual instructor, support staff or SME), travel and ODCs	(by 10 th day)	
Individual course evaluations (MA and Executive Leadership programs)	3.2.1(h)	Summary evaluation report based on student/attendee input completed during each session of instruction (MA Program, Executive Leadership or MET seminar)	One week following course delivery	CHDS Director, Academic Associate or TPOC/COR
After-Action reports for MET seminars	3.2.2(h)(3) 4.4	Student/attendee details, topics covered, instructor's assessment and follow-on actions	45 days after MET completion	CHDS Director, Academic Associate or TPOC/COR

5.2 Performance Requirements. The following table identifies the standard for “Satisfactory” performance on the tasks delineated in this statement of work:

<u>Task</u>	<u>Performance Standard</u>
3.2.1-2 Provide the services of qualified instructor (faculty), SMEs and support personnel as identified in each task in support of CHDS instruction programs and administration.	<p>a. All contractor personnel meet or exceed the minimum qualifications of the position.</p> <p>b. Vacancies filled in a timely manner to minimize lack of support availability or program execution impact.</p> <p>c. All CHDS commitments met as scheduled.</p> <p>d. All courses (curriculum and instruction/material) planned and delivered on time. Courses are rated as relevant, organized and applicable with a rating of 85% or higher.</p>
3.2.1(d)-(h); 3.2.2(a)-(j) Provide logistical and administrative support services for the Executive Leadership, UAPI, National	a. All support is provided in a responsive and courteous manner. Questions are resolved quickly.

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Capital Region MA and MET seminar programs.	b. Emergent requirements supported as required. No scheduled commitments delayed or missed.
3.2.1(h); 3.2.2(d); 3.2.2(h)(3); 4.4 CHDS instruction program evaluations completed in a timely manner for each event.	a. All course participants complete evaluation forms. Data summarized for critical elements and summary report provided to instructor(s) and CHDS Academic Associate for review and action as required.

5.3 Quality Assurance Methodology. The contractor shall maintain the highest performance levels in all areas. Deliverables will be evaluated according to the standards set forth herein and accepted by the official(s) identified in the preceding section of the statement of work (Sections 5.1 and 5.2 above). The CHDS Director, Academic Associate and TPOC/COR are the Government officials who will exercise ongoing coordination and oversight of all contractor personnel and operations in support of CHDS programs, and will identify any deficient areas of performance to the contractor for evaluation and prompt adjustment on a continuing basis.

6.0 TRAVEL

Contractor (faculty, guest speakers and/or subject matter experts) travel is anticipated in executing this contract. All travel will be in accordance with the provisions of the Joint Travel Regulations, and any costs above the resources in this contract will be the responsibility of the contractor.

Some travel may also be authorized to conduct research, present briefs or scholarly papers, and for collaborative endeavors. Travel may be required for attendance at selected conferences for training related to the performance of specific duties. Travel will be required by contractor faculty who are expected to provide instruction at the Naval Postgraduate School, and to attend selected conferences and seminars related to the performance of specific duties. Travel and miscellaneous costs in support of CHDS programs are to be reimbursed based on actual travel cost and shall be in accordance with the Joint Travel Regulation and shall not be preformed without prior authorization from the CHDS Government Representative at NPS.

7.0 PERIOD OF PERFORMANCE

The contract will be for a base year of performance from 07 JANUARY 2008 to 15 September 2008. Two one-year option periods are requested as follows:

Option year one: 16 September 2008 to 15 September 2009

Option year two: 16 September 2009 to 15 September 2010

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8.0 GOVERNMENT FURNISHED PROPERTY

Office space and use of Government equipment will be provided to contractors performing at the NPS campus location in Monterey CA or the to-be-determined Washington DC area classroom site.

9.0 CLASSIFICATION

Unclassified.

10.0 NON PERSONAL SERVICES STATEMENT

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

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SECTION D PACKAGING AND MARKING

SEE SECTION C STATEMENT OF WORK

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SECTION E INSPECTION AND ACCEPTANCE

SEE SECTION C STATEMENT OF WORK

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

1001AA	1/7/2008 - 9/15/2008
1002AA	9/16/2008 - 9/15/2009
1002AB	9/16/2008 - 9/15/2009
1002AK	10/1/2008 - 9/15/2009
3001AA	1/7/2008 - 9/15/2008
3002AA	9/16/2008 - 9/15/2009
3002AB	9/16/2008 - 9/15/2009
3002AC	9/16/2008 - 9/15/2009
3002AE	9/16/2008 - 9/15/2009
3002AF	9/16/2008 - 9/15/2009
3002AG	9/16/2008 - 9/15/2009
3002AH	9/16/2008 - 9/15/2009
3002AJ	4/1/2009 - 9/20/2009
4001AA	9/16/2009 - 9/15/2010
4001AN	9/16/2009 - 9/15/2010
4001AP	9/16/2009 - 9/15/2010
4001AQ	9/16/2009 - 9/15/2010
4001AR	9/16/2009 - 9/15/2010
4001AS	9/16/2009 - 9/15/2010
4001AT	9/16/2009 - 9/15/2010
4001AU	9/16/2009 - 9/15/2010
4001AV	9/16/2009 - 9/15/2010
4001AW	9/16/2009 - 9/15/2010
4001AX	9/16/2009 - 9/15/2010
4001BC	9/16/2009 - 9/15/2010
6001AA	9/16/2009 - 9/15/2010
6001AY	9/16/2009 - 9/15/2010
6001AZ	9/16/2009 - 9/15/2010
6001BA	9/16/2009 - 9/15/2010
6001BB	9/16/2009 - 9/15/2010
6001BC	9/16/2009 - 9/15/2010
6001BD	9/16/2009 - 9/15/2010
6001BE	9/16/2009 - 9/15/2010
6001BF	9/16/2009 - 9/15/2010

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Services to be performed hereunder will be provided at (insert specific address and building etc.)

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
Sean Harrigan
Center for Homeland Defense and Security
Naval Postgraduate School
email: spharrig@nps.edu
831-656-3940

TASK ORDER ADMINISTRATION PLAN (CAP) FOR COST TYPE, INDEFINITE DELIVERY TASK ORDERS

In order to expedite the administration of this task order, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the task order award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications or information regarding the administration function assigned.

1. The Procuring Task order Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of task orders.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in task order terms and/or conditions.
- e. Post award conference.

2. The Task order Administration Office (CAO) is responsible for matters specified in FAR 42.302, except those areas otherwise designated as the responsibility of the Task ordering Officer's Representative (TOM) or someone else herein.

3. The Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of this task order prior to final payment to the contractor.

4. The paying office is responsible for making payment of proper invoices after acceptance is documented.

5. The Task Order Monitor (TOM) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the task order. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic task order between the contractor and any other person be effective or binding on the government. If in the opinion of the contractor, an effort outside the scope of the task order is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a task order change. The TOM duties are as follows:

a. Technical Interface

(1) The TOM is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical

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advice/recommendations/clarifications of specific details relating to technical aspects of task order requirements; milestones to be met within the general terms of the task order or specific subtasks of the task order; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the task order. The TOM is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The TOM is prohibited from issuing any instruction which would constitute a task order change. The TOM shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Task order Surveillance

(1) The TOM shall monitor the contractor's performance and progress under the task order. In performing task order surveillance duties, the TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The TOM must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the task order. If the task order is directed to perform the task order services in a specific manner, the line is being crossed. In such a situation, the TOM's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the task order into one for personal services.

(2) The TOM shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the TOM is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When task order performance is taking place at a government location, the TOM shall also monitor contractor employees performing under the task order with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the task order. A record of such personal observations should be kept and compared with charges invoiced by the contractor for that task and time frame. This information can also be used as a tool in evaluating the contractor certificate of performance. It is essential that the TOM coordinate these efforts with the CAO designated in the task order.

(3) The TOM will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the TOM should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the TOM is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) The TOM shall maintain surveillance of the contractor's performance to determine if the percentage of work performed reasonably corresponds to the percentage of funds expended. This responsibility requires a thorough review of the contractor's progress reports. The TOM shall immediately report to the PCO any difficulties perceived in this area. The TOM is also responsible for providing the contractor with any written comments the PCO may make in response to the progress reports and/or personal observations of the TOM.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the task order you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible task order, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of task order performance. Subsequent CPARs covering any task order option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The TOM is responsible for quality assurance of services performed and acceptance of the services or deliverables. The TOM shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the TOM must take into consideration all documentary information available and any information developed from personal observations.

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(2) The TOM must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The TOM may request DCAA to take a payment offset on questioned costs, when documentary evidence or personal observations do not support submitted invoices. The TOM shall notify DCAA when questioned costs have been resolved with the contractor. The TOM will ensure that DCAA conducts floor checks and/or timecard checks when actual monitoring is not feasible. The TOM will be cognizant of the invoicing procedures and the prompt payment due dates detailed elsewhere in the task order.

(3) The TOM will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The TOM shall work with the Contractor to obtain and execute a final voucher no more than 60 days after completion of task order performance. The TOM shall ensure that the voucher is clearly marked as a "Final Voucher."

d. Task order Modifications.

(1) The TOM is responsible for developing the statement of work for change orders, technical direction letters (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

(2) Once the Task ordering Officer has requested and received the contractor's proposal the TOM shall review and evaluate the contractor's proposal and furnish comments and recommendations.

e. Administrative Duties

(1) The TOM is responsible for taking appropriate action on technical TOMresponse pertaining to the task order and for maintaining files on each task order. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The TOM shall maintain files on all TOMresponse relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the task order.

(3) The TOM must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the TOM will take the necessary steps to ensure that it is furnished in a timely fashion and in proper condition for use. The TOM will maintain adequate reTOMds to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The TOM is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The TOM is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Task order Completion Statement

(1) The TOM is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any task order option and 60 days after task order completion. The report shall include a written statement that services were received in accordance with the Task order terms and that the task order is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor. For task orders where technical direction letters (TDLs) are issued, one consolidated report which addresses all actions under the task order may be submitted.

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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 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.

SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site:
<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	<i>Routing Table</i>	<i>Contracting Officer Notes</i>
WAWF Invoice Type	<i>COST VOUCHER</i>	<i>-- Select 2-in-1 for FFP Services Only.</i>

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		<p>-- Select Combo for Supplies, or Supplies AND FFP Services.</p> <p>-- Select Cost Voucher for all Cost Type Contracts.</p> <p>If none of the above applies, please call 1-800-559-WAWF (9293).</p>
Contract Number	N00178-06-D-4798	-(Enter Contract Number)
Delivery Order Number	NW02	-(Enter DO Number)
Issuing Office DODAAC	N00244	-(Enter DODAAC of the activity issuing the contract.)
Admin Office DODAAC	N00244	-(Enter Contract Admin Office DODAAC)
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)	N62271.91	-(Enter Inspector DODAAC (plus extension if applicable, or leave blank))
Ship To DoDAAC (for Combo), Service Acceptor DODAAC (for 2 in 1), Service Approver DODAAC (Cost Voucher)	N62271.91	-(Enter DODAAC (plus extension if applicable))
Acceptance At Other		-(Enter Other Acceptance Address if different from above (plus extension if applicable))
Local Processing Office (Certifier)	N62271.91	-(Enter LPO DODAAC (Local Admin) (plus extension if applicable) or leave blank)
DCAA Office DODAAC (Used on Cost Voucher's only)	HAA47F	<p>-(Enter DCAA Office DODAAC when Applicable)</p> <p>- Check on DCAA website: www.dcaa.mil/</p>
Paying Office DODAAC	N68566	-(Enter Paying Office DODAAC Located on Contract)
Acceptor/COR Email Address	spharrig@nps.edu	-(Enter the Acceptor Email address for this Contract if applicable)

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports

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payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice (s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
	contracts@nps.edu		

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SECTION I CONTRACT CLAUSES

52.222-41 Service Contract Act (Jul 2005)

52.222-46 Evaluation of Compensation for Professional Employees (Feb 1993)

52.232-20 Limitation of Cost (Apr 1984)

Unless otherwise noted, all clauses in the basic Seaport-E contract shall apply to this task order.

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SECTION J LIST OF ATTACHMENTS

SCA WAGE DETERMINATION 2005-2049 REV 5 FOR MONTEREY

SCA WAGE DETERMINATION 2005-2049 REV 10 FOR MONTEREY dtd 7/17/2009 is provided below for CLIN 4001 with a beginning period of performance of 16 Sept 2009.

WD 05-2049 (Rev.-10) was first posted on www.wdol.gov on 07/28/2009

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
 WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2049
 Shirley F. Ebbesen | Division of | Revision No.: 10
 Director | Wage Determinations | Date Of Revision: 07/17/2009

State: California

Area: California Counties of Monterey, San Benito

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	15.80	
01012 - Accounting Clerk II	17.75	
01013 - Accounting Clerk III	19.84	
01020 - Administrative Assistant	23.99	
01040 - Court Reporter	18.52	
01051 - Data Entry Operator I	13.74	
01052 - Data Entry Operator II	15.11	
01060 - Dispatcher, Motor Vehicle	18.79	
01070 - Document Preparation Clerk	14.02	
01090 - Duplicating Machine Operator	14.02	
01111 - General Clerk I	14.78	
01112 - General Clerk II	16.12	
01113 - General Clerk III	18.10	
01120 - Housing Referral Assistant	19.10	
01141 - Messenger Courier	14.44	
01191 - Order Clerk I	13.72	
01192 - Order Clerk II	15.01	
01261 - Personnel Assistant (Employment) I		16.46
01262 - Personnel Assistant (Employment) II		19.76
01263 - Personnel Assistant (Employment) III		22.92
01270 - Production Control Clerk	22.92	
01280 - Receptionist	14.48	
01290 - Rental Clerk	16.05	
01300 - Scheduler, Maintenance	19.25	
01311 - Secretary I	19.25	
01312 - Secretary II	21.45	
01313 - Secretary III	23.96	
01320 - Service Order Dispatcher	15.59	
01410 - Supply Technician	23.99	
01420 - Survey Worker	19.82	
01531 - Travel Clerk I	12.97	

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01532 - Travel Clerk II	13.75	
01533 - Travel Clerk III	14.76	
01611 - Word Processor I	15.04	
01612 - Word Processor II	16.90	
01613 - Word Processor III	18.89	
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.62
05010 - Automotive Electrician	19.54	
05040 - Automotive Glass Installer	20.75	
05070 - Automotive Worker	20.75	
05110 - Mobile Equipment Servicer	17.67	
05130 - Motor Equipment Metal Mechanic		24.05
05160 - Motor Equipment Metal Worker		20.75
05190 - Motor Vehicle Mechanic	21.58	
05220 - Motor Vehicle Mechanic Helper	16.69	
05250 - Motor Vehicle Upholstery Worker		19.72
05280 - Motor Vehicle Wrecker	20.75	
05310 - Painter, Automotive	21.76	
05340 - Radiator Repair Specialist	20.75	
05370 - Tire Repairer	13.10	
05400 - Transmission Repair Specialist		24.05
07000 - Food Preparation And Service Occupations		
07010 - Baker	15.39	
07041 - Cook I	14.83	
07042 - Cook II	16.45	
07070 - Dishwasher	9.45	
07130 - Food Service Worker		9.83
07210 - Meat Cutter	17.83	
07260 - Waiter/Waitress	9.47	
09000 - Furniture Maintenance And Repair Occupations		
09010 - Electrostatic Spray Painter		17.24
09040 - Furniture Handler	12.90	
09080 - Furniture Refinisher	18.02	
09090 - Furniture Refinisher Helper	14.58	
09110 - Furniture Repairer, Minor		16.27
09130 - Upholsterer	18.02	
11000 - General Services And Support Occupations		
11030 - Cleaner, Vehicles	9.54	
11060 - Elevator Operator	11.52	
11090 - Gardener	17.50	
11122 - Housekeeping Aide		12.55
11150 - Janitor	12.69	
11210 - Laborer, Grounds Maintenance		14.74
11240 - Maid or Houseman		10.90
11260 - Pruner	12.66	
11270 - Tractor Operator	18.13	
11330 - Trail Maintenance Worker		14.74
11360 - Window Cleaner	13.54	
12000 - Health Occupations		
12010 - Ambulance Driver	21.51	
12011 - Breath Alcohol Technician	21.51	
12012 - Certified Occupational Therapist Assistant		25.92
12015 - Certified Physical Therapist Assistant		25.32
12020 - Dental Assistant	18.15	
12025 - Dental Hygienist	48.13	
12030 - EKG Technician	31.29	
12035 - Electroneurodiagnostic Technologist		31.29
12040 - Emergency Medical Technician		20.01
12071 - Licensed Practical Nurse I	19.23	
12072 - Licensed Practical Nurse II	21.51	
12073 - Licensed Practical Nurse III	23.98	

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12100 - Medical Assistant		18.50	
12130 - Medical Laboratory Technician		21.15	
12160 - Medical Record Clerk		14.96	
12190 - Medical Record Technician		18.02	
12195 - Medical Transcriptionist		15.55	
12210 - Nuclear Medicine Technologist		39.73	
12221 - Nursing Assistant I		11.24	
12222 - Nursing Assistant II		12.64	
12223 - Nursing Assistant III		13.79	
12224 - Nursing Assistant IV		15.48	
12235 - Optical Dispenser		15.78	
12236 - Optical Technician		19.23	
12250 - Pharmacy Technician		20.69	
12280 - Phlebotomist		15.28	
12305 - Radiologic Technologist		32.35	
12311 - Registered Nurse I		27.95	
12312 - Registered Nurse II		34.19	
12313 - Registered Nurse II, Specialist		34.19	
12314 - Registered Nurse III		41.36	
12315 - Registered Nurse III, Anesthetist		41.36	
12316 - Registered Nurse IV		49.58	
12317 - Scheduler (Drug and Alcohol Testing)		28.14	
13000 - Information And Arts Occupations			
13011 - Exhibits Specialist I		21.56	
13012 - Exhibits Specialist II		26.71	
13013 - Exhibits Specialist III		32.66	
13041 - Illustrator I		22.07	
13042 - Illustrator II		27.30	
13043 - Illustrator III		33.42	
13047 - Librarian		27.52	
13050 - Library Aide/Clerk		16.40	
13054 - Library Information Technology Systems Administrator		24.82	
13058 - Library Technician		17.15	
13061 - Media Specialist I		17.31	
13062 - Media Specialist II		19.22	
13063 - Media Specialist III		21.33	
13071 - Photographer I		15.81	
13072 - Photographer II		18.93	
13073 - Photographer III		23.45	
13074 - Photographer IV		28.68	
13075 - Photographer V		34.71	
13110 - Video Teleconference Technician		17.61	
14000 - Information Technology Occupations			
14041 - Computer Operator I		16.25	
14042 - Computer Operator II		18.75	
14043 - Computer Operator III		20.89	
14044 - Computer Operator IV		23.24	
14045 - Computer Operator V		23.72	
14071 - Computer Programmer I	(see 1)	22.94	
14072 - Computer Programmer II	(see 1)		
14073 - Computer Programmer III	(see 1)		
14074 - Computer Programmer IV	(see 1)		
14101 - Computer Systems Analyst I	(see 1)		
14102 - Computer Systems Analyst II	(see 1)		
14103 - Computer Systems Analyst III	(see 1)		
14150 - Peripheral Equipment Operator		14.77	
14160 - Personal Computer Support Technician		21.41	
15000 - Instructional Occupations			
15010 - Aircrew Training Devices Instructor (Non-Rated)		27.62	
15020 - Aircrew Training Devices Instructor (Rated)		33.42	

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15030 - Air Crew Training Devices Instructor (Pilot)	34.32	
15050 - Computer Based Training Specialist / Instructor	27.62	
15060 - Educational Technologist	30.75	
15070 - Flight Instructor (Pilot)	34.32	
15080 - Graphic Artist	26.61	
15090 - Technical Instructor	22.00	
15095 - Technical Instructor/Course Developer	26.91	
15110 - Test Proctor	19.50	
15120 - Tutor	19.50	
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler	10.55	
16030 - Counter Attendant	10.55	
16040 - Dry Cleaner	12.54	
16070 - Finisher, Flatwork, Machine	10.55	
16090 - Presser, Hand	10.55	
16110 - Presser, Machine, Drycleaning	10.55	
16130 - Presser, Machine, Shirts	10.55	
16160 - Presser, Machine, Wearing Apparel, Laundry	10.55	
16190 - Sewing Machine Operator	13.18	
16220 - Tailor	13.85	
16250 - Washer, Machine	11.21	
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)	23.00	
19040 - Tool And Die Maker	26.42	
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator	15.70	
21030 - Material Coordinator	19.29	
21040 - Material Expediter	19.29	
21050 - Material Handling Laborer	12.82	
21071 - Order Filler	15.57	
21080 - Production Line Worker (Food Processing)	15.70	
21110 - Shipping Packer	13.30	
21130 - Shipping/Receiving Clerk	13.30	
21140 - Store Worker I	15.38	
21150 - Stock Clerk	18.12	
21210 - Tools And Parts Attendant	15.90	
21410 - Warehouse Specialist	15.70	
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder	20.44	
23021 - Aircraft Mechanic I	21.64	
23022 - Aircraft Mechanic II	20.44	
23023 - Aircraft Mechanic III	21.29	
23040 - Aircraft Mechanic Helper	16.76	
23050 - Aircraft, Painter	19.68	
23060 - Aircraft Servicer	18.70	
23080 - Aircraft Worker	19.71	
23110 - Appliance Mechanic	24.49	
23120 - Bicycle Repairer	14.26	
23125 - Cable Splicer	23.36	
23130 - Carpenter, Maintenance	23.88	
23140 - Carpet Layer	21.35	
23160 - Electrician, Maintenance	26.38	
23181 - Electronics Technician Maintenance I	22.23	
23182 - Electronics Technician Maintenance II	24.52	
23183 - Electronics Technician Maintenance III	20.79	
23260 - Fabric Worker	20.07	
23290 - Fire Alarm System Mechanic	23.73	
23310 - Fire Extinguisher Repairer	18.97	
23311 - Fuel Distribution System Mechanic	25.70	
23312 - Fuel Distribution System Operator	20.87	
23370 - General Maintenance Worker	18.35	

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23380 - Ground Support Equipment Mechanic		21.64
23381 - Ground Support Equipment Servicer		18.70
23382 - Ground Support Equipment Worker		19.71
23391 - Gunsmith I	18.97	
23392 - Gunsmith II	21.16	
23393 - Gunsmith III	23.36	
23410 - Heating, Ventilation And Air-Conditioning Mechanic		28.04
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)		29.33
23430 - Heavy Equipment Mechanic		22.99
23440 - Heavy Equipment Operator		27.65
23460 - Instrument Mechanic	23.36	
23465 - Laboratory/Shelter Mechanic		22.26
23470 - Laborer	13.29	
23510 - Locksmith	22.07	
23530 - Machinery Maintenance Mechanic		25.66
23550 - Machinist, Maintenance		20.97
23580 - Maintenance Trades Helper		13.76
23591 - Metrology Technician I		23.36
23592 - Metrology Technician II		24.43
23593 - Metrology Technician III		25.44
23640 - Millwright	23.36	
23710 - Office Appliance Repairer		22.68
23760 - Painter, Maintenance		21.32
23790 - Pipefitter, Maintenance		23.94
23810 - Plumber, Maintenance		22.66
23820 - Pneudraulic Systems Mechanic		23.36
23850 - Rigger	23.36	
23870 - Scale Mechanic	21.16	
23890 - Sheet-Metal Worker, Maintenance		26.31
23910 - Small Engine Mechanic		20.99
23931 - Telecommunications Mechanic I		25.48
23932 - Telecommunications Mechanic II		26.64
23950 - Telephone Lineman		23.36
23960 - Welder, Combination, Maintenance		16.86
23965 - Well Driller	23.36	
23970 - Woodcraft Worker		23.36
23980 - Woodworker		18.97
24000 - Personal Needs Occupations		
24570 - Child Care Attendant		10.36
24580 - Child Care Center Clerk		16.28
24610 - Chore Aide	11.22	
24620 - Family Readiness And Support Services Coordinator		16.23
24630 - Homemaker	16.43	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	26.93	
25040 - Sewage Plant Operator		25.35
25070 - Stationary Engineer		26.93
25190 - Ventilation Equipment Tender		19.51
25210 - Water Treatment Plant Operator		25.35
27000 - Protective Service Occupations		
27004 - Alarm Monitor	15.28	
27007 - Baggage Inspector		11.48
27008 - Corrections Officer		30.61
27010 - Court Security Officer		27.83
27030 - Detection Dog Handler		13.64
27040 - Detention Officer		30.61
27070 - Firefighter	25.66	
27101 - Guard I	11.48	

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27102 - Guard II	13.65	
27131 - Police Officer I	31.96	
27132 - Police Officer II	35.48	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	12.93	
28042 - Carnival Equipment Repairer	13.65	
28043 - Carnival Equipment Worker	10.77	
28210 - Gate Attendant/Gate Tender	13.88	
28310 - Lifeguard	14.61	
28350 - Park Attendant (Aide)	16.68	
28510 - Recreation Aide/Health Facility Attendant	11.34	
28515 - Recreation Specialist	14.16	
28630 - Sports Official	13.28	
28690 - Swimming Pool Operator	19.59	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	21.16	
29020 - Hatch Tender	21.16	
29030 - Line Handler	21.16	
29041 - Stevedore I	17.82	
29042 - Stevedore II	22.26	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	41.48	
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	28.60	
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	31.50	
30021 - Archeological Technician I	17.16	
30022 - Archeological Technician II	19.66	
30023 - Archeological Technician III	25.56	
30030 - Cartographic Technician	27.63	
30040 - Civil Engineering Technician	27.46	
30061 - Drafter/CAD Operator I	18.73	
30062 - Drafter/CAD Operator II	22.32	
30063 - Drafter/CAD Operator III	24.86	
30064 - Drafter/CAD Operator IV	29.28	
30081 - Engineering Technician I	15.80	
30082 - Engineering Technician II	17.70	
30083 - Engineering Technician III	22.12	
30084 - Engineering Technician IV	27.63	
30085 - Engineering Technician V	31.21	
30086 - Engineering Technician VI	37.76	
30090 - Environmental Technician	27.63	
30210 - Laboratory Technician	20.83	
30240 - Mathematical Technician	27.63	
30361 - Paralegal/Legal Assistant I	19.91	
30362 - Paralegal/Legal Assistant II	24.23	
30363 - Paralegal/Legal Assistant III	29.66	
30364 - Paralegal/Legal Assistant IV	35.85	
30390 - Photo-Optics Technician	27.63	
30461 - Technical Writer I	22.51	
30462 - Technical Writer II	27.53	
30463 - Technical Writer III	33.32	
30491 - Unexploded Ordnance (UXO) Technician I	26.36	
30492 - Unexploded Ordnance (UXO) Technician II	31.89	
30493 - Unexploded Ordnance (UXO) Technician III	38.23	
30494 - Unexploded (UXO) Safety Escort	26.36	
30495 - Unexploded (UXO) Sweep Personnel	26.36	
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	24.46
30621 - Weather Observer, Senior	(see 2)	25.56
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	13.63	
31030 - Bus Driver	17.43	

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31043 - Driver Courier	11.90
31260 - Parking and Lot Attendant	10.15
31290 - Shuttle Bus Driver	12.63
31310 - Taxi Driver	12.31
31361 - Truckdriver, Light	12.63
31362 - Truckdriver, Medium	16.07
31363 - Truckdriver, Heavy	17.68
31364 - Truckdriver, Tractor-Trailer	17.68
99000 - Miscellaneous Occupations	
99030 - Cashier	16.13
99050 - Desk Clerk	13.17
99095 - Embalmer	25.27
99251 - Laboratory Animal Caretaker I	15.87
99252 - Laboratory Animal Caretaker II	16.83
99310 - Mortician	25.27
99410 - Pest Controller	16.75
99510 - Photofinishing Worker	12.99
99710 - Recycling Laborer	11.45
99711 - Recycling Specialist	20.57
99730 - Refuse Collector	16.80
99810 - Sales Clerk	12.21
99820 - School Crossing Guard	12.54
99830 - Survey Party Chief	24.25
99831 - Surveying Aide	12.71
99832 - Surveying Technician	17.40
99840 - Vending Machine Attendant	18.40
99841 - Vending Machine Repairer	21.55
99842 - Vending Machine Repairer Helper	18.40

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations

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within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or

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local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

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3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.