

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-10-D-6199		2. DELIVERY ORDER NO. JM01		3. EFFECTIVE DATE 2013 Sep 30		4. PURCH REQUEST NO. PMB-13		5. PRIORITY Unrated		
6. ISSUED BY NAVFAC SOUTHEAST Bldg. 902 P.O. Box 143 Jacksonville FL 32212-0143			CODE N69450	7. ADMINISTERED BY NAVFAC SOUTHEAST Bldg. 902 P.O. Box 143 Jacksonville FL 32212-0143			CODE N69450	8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>		
9. CONTRACTOR Norbeck Technologies, Inc. 7700 OLD BRANCH AVE STE A201 Clinton MD 20735			CODE IRJW3	FACILITY		10. DELIVER TO FOB POINT BY <i>(Date)</i> See Schedule		11. X IF BUSINESS IS		
						12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X	SMALL	
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G		X	SMALL DISADVANTAGED	
									WOMEN-OWNED	
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Norfolk 1837 Morris Street, Suite 1401 Norfolk VA 23511-3431			CODE N68732	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER										
DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
PURCHASE		Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
Norbeck Technologies, Inc.				Bobby Gallon President						
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/>	If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA			25. TOTAL		\$79,498.00	
				BY: /s/Rebecca M Jones			09/20/2013 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN										
<input type="checkbox"/>	INSPECTED	<input type="checkbox"/>	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:						
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
				PARTIAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
FINAL	31. PAYMENT COMPLETE		34. CHECK NUMBER							
f. TELEPHONE						g. E-MAIL ADDRESS			35. BILL OF LADING NO.	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				PARTIAL	35. BILL OF LADING NO.					
a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			FULL						
37. RECEIVED AT		38. RECEIVED BY <i>(Print)</i>	39. DATE RECEIVED		40. TOTAL CON-TAINERS	41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 2 of 2	FINAL
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## **GENERAL INFORMATION**

### **AWARD A.1 PROPOSAL INCORPORATION**

Norbeck Technologies, Inc. final proposal, dated 28 August 2013, is hereby incorporated into this task order.

### **AWARD A.2 AMENDMENT INCORPORATION**

All changes resulting from issuance for Amendment 0001 are hereby incorporated into this task order.

#### **A.1 TYPE OF CONTRACT**

Award of this solicitation will result in a Firm Fixed Price (FFP) task order.

#### **A.2 SERVICE REQUIREMENTS**

The outcome to be achieved is one Engineering Technician at the NAVFAC SE, FEAD Gulfport Office located in Gulfport, Mississippi. The Engineering Technician will provide services to satisfy the overall operational objectives of the execution of NAVFAC Southeast's broad and diverse mission of facilitating inter-governmental operational requirements. The outcomes for this acquisition are consistent with the FAR 37.101 definition of service contracts.

There is no incumbent contractor employee. This is a new requirement.

#### **A.3 LOCATION**

As shown in Section C, the work to be performed under this solicitation and resulting task order is at the FEAD Gulfport, MS.

#### **A.4 COMPETITION ENVIRONMENT**

This contract was solicited as 100% small business set-aside.

Only those contractors containing a SeaPort-e IDIQ MAC in the Gulf Coast Region were considered for this procurement.

#### **A.5 NAICS CODE**

The NAICS code is 541330, Engineering Services.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 1 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5000	R425	ENGINEERING TECH - GULFPORT (OTHER)	2000.0	LH	\$34.65	\$69,300.00
5001	R425	ENGINEERING TECH - OVERTIME AS ALLOWED BY PWS (OTHER)	100.0	LH	\$51.98	\$5,198.00

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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6000	R425	ENGINEERING TECH - TRAVEL AS ALLOWED BY PWS (OTHER)	1.0	LO	\$5,000.00

### B.1 FULLY LOADED PRICING

All pricing shall be fully loaded. No other allocations, fees, O/Hs, G&A, and profits will be applied when an option is exercised.

### B.2. LABOR HOURS PRICING BASIS:

For the Base Period of performance from 30 Sep 2013 through 29 Sept 2014 the labor hours (LHs) are based on total work days (excluding Federal holidays) @ 8 hours per work day for a total of 2000 labor hours. The work week during this period of performance is based on 40 hours.

When a holiday falls within a full work week the contractor should schedule work days before and/or after the holiday to provide the full work week days and hourly total.

The contractor will provide the Contracting Officer (KO) and the Contracting Officer Representative (COR) a monthly work schedule showing the days of the week and contractor work hours. (See Section F for Deliverable requirements). The normal business days are Monday-Friday, excluding Federal holidays.

Note: All changes in the hourly work schedule will be made by modification to the Task Order.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 2 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT (PWS) FOR ENGINEERING TECHNICIAN

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#### SCOPE.

Under this task order, the contractor will independently provide support services to satisfy the overall operational objectives of the execution of NAVFAC Southeast's broad and diverse mission of facilitating inter-governmental operational requirements. This position will provide engineering technician support to the FEAD Gulfport office located in Gulfport, Mississippi. The primary objective is to provide contractor services and deliverables through performance of an Engineering Technician.

#### ORGANIZATION.

Naval Facilities Engineering Command, Southeast, Jacksonville, FL

#### TASKS/SERVICES.

The contractor shall:

- Maintaining extensive, daily contact with key contractor representatives to promote an atmosphere of partnering and cooperation and to quickly resolve problems and maintain construction schedule
- Coordinating temporary utility and communication hook-ups for contractor
- Coordinating lay-down area and storage areas as required
- Coordinating utility outages and road closures
- Coordinating excavation, hot work, burn and other construction-related permits as required
- Acting as main point of contact for daily Supported Command interface/coordination in the field
- Supporting collateral equipment installation and phone/data/communication connections
- Assisting with coordination of warranty work if requested by facility owner/occupant
- Assisting with investigation of potential latent defects
- Installing cores, key facility and turnover keys to owner/occupant
- Coordinating facility system training for owner/occupants/PW shops personnel
- For both design-bid-build and design-build projects, reviewing pre-final contract drawings and specifications (including technical RFPs) and performing on-site visits to review constructability and compatibility with actual field conditions. During design development and constructability review, provide technical knowledge of local conditions including availability of construction materials and skilled labor. For problems found, make solution recommendations for designer consideration.
- Assisting with coordination of groundbreaking ceremony
- Actively participate in partnering sessions depending on the nature and scope of the construction contract. Facilitate effective relationships and processes between contractors, Supported Command, and government team members
- Attending and assisting with issues discussed during the post-award kickoff meeting (as applicable) and pre-construction conference, as well as all other mandatory meetings
- Supporting the review/approval of all government approved technical and administrative submittals including but not limited to the schedule of prices, contractor's baseline critical path schedule, accident prevention plan, activity hazard analyses, safety and health plan, quality control plan, test plans/reports, performance verification tests of major systems, etc.
- Investigating engineering problems that may arise on construction contracts, such as unforeseen conditions, contractor requests for information (RFIs), and dimension conflicts. Make recommendations for solutions to the CM
- Assisting in coordinating the delivery, storage, and use of government furnished equipment
- Supporting preliminary scheduling meeting and review 3-week look ahead schedules. Review updates of the baseline schedule with the CM to determine if contractor is ahead, on or behind. Review the critical

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 3 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

activities to ensure the work on the construction contract remains focused on completion in the most reasonable time. Participate in the bi-weekly look-ahead meetings with the contractor to review project scheduling problems or concerns

- Reviewing contractor invoices for accuracy against actual work-in-place. Recommend approval/disapproval /partial payment to CM
- Reviewing, endorsing and annotating as required contractor daily reports
- Assuring environmental compliance by contractor and coordinate EPA jobsite visits when required
- Reviewing and verifying the accuracy of as-built drawings on at least a monthly basis
- When applicable, coordinating with CM and issue non-compliance notice to contractor
- Supporting the processing of claims/disputes/protests/termination actions as required
- Supporting the commissioning and NAVFAC Red Zone processes.
- Arranging and coordinating pre-final and final acceptance inspections
- Tracking completion of punchlist items
- Supporting the close-out process including delivery of as-built drawings, warranties, O&M manuals, and spare parts turnover
- Supporting ribbon cutting events
- Participating, as requested, in FEC-sponsored Construction Assist Visits (CAV's)
- Guiding contractors on pre-award site visits
- Assisting in the facilitation and coordination of access passes/badges for contractor personnel, vehicles, and equipment including secured areas
- Supporting CM and CS team in the modification process including assistance with government estimates/proposal reviews and negotiations. Provide "field" level evaluation of contractor's proposal for constructability, hidden costs, alternative methods, etc.
- Ensure safety information, labor law information and all other required administrative information is properly posted at the jobsite
- Support issuance/lifting of work suspensions
- Ensuring official contractor correspondence and submittals are included in the contract file
- Support preparation of contractor performance evaluation in CCASS
- When requested, provide and update necessary data for corporate reporting systems such as ieFACMAN (interoperable enterprise Facilities Management system). Use information technology (IT) tools effectively in performance of duties as set forth in applicable BMS sections
- In conjunction with the CM, review Activity Hazard Analyses (AHAs) and ensure these are discussed by the prime contractor and their respective subcontractors prior to beginning each work activity or when a new work crew is to perform the work in accordance with the three phases of QC
- In conjunction with the CM, review and provide recommendations towards acceptance of Accident Prevention Plan and actively enforce compliance by the contractor
- In conjunction with the CM, review and provide recommendations towards acceptance of Crane Critical Lift Plans along with crane operation qualifications and certificate of compliance. Incumbent must be familiar with crane safety requirements and NAVFAC P-307 (Management of Weight Handling equipment). Observe critical lifts.
- Securing/coordinating road and utility outages
- Ensure contractor conducts weekly tool box safety meetings and attend on a periodic basis to ensure effectiveness
- Ensure contractor is conducting monthly site safety self-evaluations and submitting the information with the pay vouchers/invoices; Perform worksite safety assessments
- Taking appropriate, timely action to ensure contractor compliance of safety and health requirements, including leading safety stand-downs as required and recommending dismissal of key contractor staff due to non-performance or recurring violations
- Coordinate OSHA jobsite visits
- Support reporting of contractor significant incidences/near misses, mishap investigations and the preparation of the report
- Provide overall coordination of the construction quality management program for assigned projects. Maintain working knowledge of the requirements set forth in NAVFAC BMS as it pertains to Construction Quality Management.
- In conjunction with the CM, review and provide recommendations towards approval of contractor quality control plan
- Attend coordination and mutual understanding meeting, selected quality control, preparatory and initial meetings, and monitor three-phase checklists for accuracy and thoroughness

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 4 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

- Prepare and administer the government QA plan on assigned projects and prepare government QA reports. Ensure critical definable features of work are included
- Take/file/distribute progress photos
- When allowed in the contract, verify quantity, condition, security, and insurance for payment of approved materials and equipment not stored on jobsite/Government property
- Validate quantity, condition, and approval of materials on site prior to invoice payments
- Coordinate support to review and witness successful testing and commissioning/certification of critical systems (ie. mechanical-HVAC/TABS/DALTS/DDC, electrical-Pad Mounted Transformers/High-Voltage Systems/Switchgear/Automatic Transfer Switches/Frequency Converters, fire and life safety/fire protection systems, roofing systems, and underwater structures). Assure quality workmanship in accordance with specifications and industry standards on concrete/masonry/stucco/structural steel/bolting/welding and other building materials/structural systems as required
- Ensure contractor certifies as required boilers and other pressure vessels, vertical transport systems, and crane systems
- Attend/witness selected tests and review all applicable test reports and results

#### **DELIVERABLES.**

- 95% of the requirements above should be submitted on time and accurate.

#### **CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS, OR OTHER EXPERTISE REQUIRED.**

The contractor must have:

- Extensive technical and practical knowledge, and experience as an Engineering Technician
- Sound understanding of engineering concepts, principles and practices applicable to civil, mechanical, electrical, and/or environmental engineering concerned with the design, layout, and supervision of construction operations
- Ability to review technical engineering specifications and statements of work covering complex and diverse engineering designs or changes
- Thorough knowledge of construction practices and methods as well as construction management
- Ability to write and present reports on progress and outcome of technical assignments and to present recommendations to CM
- Ability to monitor construction projects to a successful and timely completion
- Knowledge of Primavera SureTrak scheduling software and/or other construction scheduling software packages
- Knowledge of safety and occupational health principles, practices, procedures, laws and regulations as they relate to engineering performance requirements
- This individual will not serve on Technical Evaluation Boards, Price Evaluation Boards or Source Selection Boards as a voting or advisory member without first receiving approval for the use of advisory and assistance services by the NAVFAC Acquisition proponent IAW NFAS 37.203. In addition, this individual will not be assigned as a Contracting Officer's Authorized Representative.

#### **PERIOD OF PERFORMANCE.**

The base period of performance is one year (12 months), from 9/30/2013 thru 9/29/2014, with no option periods.

#### **PLACE OF PERFORMANCE.**

The place of performance is **FEAD Gulfport.**

#### **OPERATIONAL HOURS.**

Work will be performed 40 hours per week, Monday-Friday, excluding Federal holidays.

#### **OVERTIME.**

Overtime (work outside normal business hours) is authorized in the amount of 100 hours for the 12 month period of performance.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 5 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

**SAFETY ISSUES.**

**GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED.**

Government will furnish government badge and hard hat. Safety shoes will be provided by the employee.

**SECURITY CLEARANCE/POLICE CHECK/DRIVING RECORD CHECK. NONE**

**Use of government vehicle in the execution of duties** - In accordance with Federal Acquisition Regulation (FAR), contractors cannot use government vehicles unless contractor has motor vehicle liability insurance to cover bodily injury and property damage to protect the contractor and the Government against third-party claims arising from the use of GSA Fleet vehicles. Contractor shall provide to the Contracting Officer any required documents as set forth in FAR Subpart 51.2 prior to operating a government vehicle.

Work under this task order is **UNCLASSIFIED**. The contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

**REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.).**

Travel is required. The contractor may be required to travel to other locations in support of the tasks described in this statement of work. Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Project Officer that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Federal Travel Regulation (FTR). Travel not to exceed \$5,000 for the base year performance period.

**TASK TYPE.**

Firm-fixed price.

**NON-PERSONAL SERVICE STATEMENT.**

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees 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 U.S. 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.

**GOVERNMENT PROJECT OFFICER.**

The Government Project Officer will provide general instructions on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.

Technical Representative

William Oster, PM&E Branch Head

Phone: (228) 871-4283

E-Mail: william.oster@navy.mil

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 6 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

## **SECTION D PACKAGING AND MARKING**

Not Applicable.



CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 7 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

Not Applicable.

## SECTION F DELIVERABLES OR PERFORMANCE

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

5000	9/30/2013 - 9/29/2014
5001	9/30/2013 - 9/29/2014
6000	9/30/2013 - 9/29/2014

Services to be performed hereunder will be provided at NAS Gulfport, MS.

### F.2. DELIVERABLES

Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
			Original	Copies (including original)	
N/A	Work Schedule	As specified	KO & COR	1	Before work commences.
N/A	Work Schedule	As specified	KO & COR	1	Monthly (due by the 5 <sup>th</sup> working day of the month).

May be submitted via email.

### F.3. ECMRA REPORTING

NMCARS 5237.102(a)(1)(90)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for NAVFAC Southeast via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 9 of 17	FINAL
----------------------------------	----------------------------	-----------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### G.1 POINTS OF CONTACT

Contracting Officer Representative  
Bill Oster  
FEAD, PWD Gulfport  
Gulfport, MS 39501-5001  
william.oster@navy.mil  
228-871-4283

Contracting Officer  
Rebecca Jones  
PO Box 30, Bldg 903  
Jacksonville, FL 32212-0030  
rebecca.m.jones@navy.mil  
904-542-8816

### G.2 SUBMISSION OF INVOICES

In accordance with DFARS 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (JUN 2012), the contractor shall submit invoicing electronically through Wide Area Work Flow (WAWF). Facsimile, e-mail, and scanned documents are not acceptable electronic forms.

Invoices will be submitted on a once-a-month basis.

#### **252.232-7006 Wide Area WorkFlow Payment Instructions (MAY 2013)**

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 10 of 17	FINAL
----------------------------------	----------------------------	------------------	-------

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type:

Navy Construction/ Facilities Management Invoice

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Inspection - N69439

Acceptance - N69450

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N69450
Admin DoDAAC	N69450
Inspect By DoDAAC	N69439
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N69450
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s) Accept By	N69450

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Acceptor: [onica.james@navy.mil](mailto:onica.james@navy.mil)

Inspector: [william.oster@navy.mil](mailto:william.oster@navy.mil)

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Rebecca Jones at [rebecca.m.jones@navy.mil](mailto:rebecca.m.jones@navy.mil)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

### G.3 QUALITY ASSURANCE SURVEILLANCE PLAN

Solicitation Number: N00024-13-R-3434

Contract Description: Engineering Technician, NAS Gulfport, MS.

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion. The Task Order Manager (TOM) will use the surveillance methods outlined below to administer the quality assurance plan.

1. Critical performance processes and requirements. Critical to the performance of engineering technician services for NAS Gulfport, MS is the timely, accurate and thorough completion of all contract/task order requirements.
2. Performance Standards
  - a. Personnel – The personnel performing services under this task order will meet all requirements throughout the performance period, to include but not limited to; training, license, certification, security, etc. as stated in the task PWS and/or task order.
  - b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the schedule of deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.
  - c. Cost - The Contracting Officer Representative (COR) will review and recommend payment of monthly invoices, throughout the contract and/or task order performance period(s).
  - d. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor’s record of conforming to contract requirements and to standards of good workmanship. The contractor’s adherence to contract schedules including the administrative aspects of performance, the contractor’s history of reasonable, cooperative behavior and commitment to customer satisfaction, and the contractor’s business-like concern for the interest of the customer.
3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not limited to; random or planned sampling, periodic or inspection, and validated customer complaints.
4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Personnel	Qualified Staff provided within the performance work statement.	Validation by the COR, 100% review.	Prior to award and anytime thereafter where staff are replaced or are added to the task order.	Meet 100% of the personnel qualifications stated in the Performance Work Statement (PWS) during contract performance to include

<b>Performance Element</b>	<b>Performance Requirement</b>	<b>Surveillance Method</b>	<b>Frequency</b>	<b>Acceptable Quality Level</b>  certification and licenses, as required.
Contract Deliverables	Contract Deliverables furnished as prescribed in the PWS, CDRLs, and task order.	Validation by the COR, 100% review.	As required in the PWS and/or task order.	>95% of deliverables must be submitted timely and without required rework.
Training	Contractor personnel may be required to perform training to other personnel (Government and/or Non-government) during task order performance.	Periodic inspection by the COR.	As required by the PWS and/or task order.	Meet 100% of the training objectives as required by the PWS and/or task order.
Security Requirements	Employees must be able to meet security requirements to obtain and maintain base security access during performance of the contract. Higher level Security clearances may be required and will be specified in the task order.	Background checks and security assessments conducted by base security prior to start of contract performance.	As required by the contract.	100% compliance of all required security clearances, background checks, regulations and procedures of the DOD.
Invoicing	Monthly invoices per contract procedures are timely and accurate.	100 % Review by the COR and/or the Contracting Officer.	Submitted Monthly	100% accuracy
Coordination and Assistance Actions	Employees must perform the actions/services as stated in the PWS.	Validation by the COR and/or periodic inspection by the COR.	As required on a timely basis.	Perform 100% of objectives as required by the PWS and/or task order.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 13 of 17	FINAL
----------------------------------	----------------------------	------------------	-------

<b>Performance Element</b>	<b>Performance Requirement</b>	<b>Surveillance Method</b>	<b>Frequency</b>	<b>Acceptable Quality Level</b>
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Contractor Performance Assessment Reporting System (CPARS) Assessment Ratings: A common five level assessment rating system is used to evaluate a contractor's performance. Ratings range from Unsatisfactory (lowest) to Exceptional (highest). The following is the breakdown of each category with a definition:

**Exceptional** - Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**Very Good** - Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

**Satisfactory** - Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**Marginal** - Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.

**Unsatisfactory** - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

Contractor Assessment: The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 14 of 17	FINAL
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Accounting Data

SLINID	PR Number	Amount
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5000		69300.00
LLA :		
AA 13131804	KU2N 252 62470 8 068732 2D S9C50Q	
COST CODE: AA004GBAX013		
5001		5198.00
LLA :		
AA 13131804	KU2N 252 62470 8 068732 2D S9C50Q	
COST CODE: AA004GBAX013		
6000		5000.00
LLA :		
AA 13131804	KU2N 252 62470 8 068732 2D S9C50Q	
COST CODE: AA004GBAX013		

BASE Funding 79498.00  
Cumulative Funding 79498.00



CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 15 of 17	FINAL
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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H.1 SECURITY REQUIREMENT**

The following is required for all DoD contractor employees working in Government facilities:

DOD 5200.08-R/C3.3: "The CAC shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces".

DOD 5200.08-R/C3.3.1.2: "A National Agency Check with Inquiries (NACI) or equivalent national security clearance (e.g. National Agency Checks including credit check (NACLC)) is required for permanent issuance of the credential. The credential may be issued upon favorable return of the FBI fingerprint check, pending final favorable completion of the NACI/equivalent, based on a commander/director risk management decision. An individual holding a valid national security clearance shall not require an additional submission of the NACI/equivalent."

SECNAV M-5510.30/9-24,6: "Commands will include the FAD (facility access determination) program requirements in contract specifications when trustworthiness determinations will be required on the contractor employees". In this case the FAD program requirement is a CAC now required by the regulation above.

The contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order.

The contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 16 of 17	FINAL
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## **SECTION I CONTRACT CLAUSES**

**STANDARD CLAUSES CONTAINED IN THE BASIC MAC SHALL APPLY.**

### **52.217-8 – OPTION TO EXTEND SERVICES. (NOV 1999).**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 calendar days.

(End of Clause)

CONTRACT NO. N00178-10-D-6199	DELIVERY ORDER NO. JM01	PAGE 17 of 17	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

Not Applicable.