

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-12-D-7058		2. DELIVERY ORDER NO. JM03		3. EFFECTIVE DATE 2013 Sep 03		4. PURCH REQUEST NO. PMB 13-62/63		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 Strategic Business Systems, Inc 3000 Gulf to Bay Boulevard Clearwater FL 33759-4304			CODE 58KP7		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Cleveland Anthony J. Celebrezze Federal Building, 1240 East 9th Street Cleveland OH 44199-2055			CODE N68732		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	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.								

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				

<p><i>*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.</i></p> <p>24. UNITED STATES OF AMERICA</p> <p>BY: _____</p>	25. TOTAL	
	26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN

INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:
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b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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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		

f. TELEPHONE	g. E-MAIL ADDRESS	31. PAYMENT COMPLETE	34. CHECK NUMBER
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.		PARTIAL	35. BILL OF LADING NO.
		FULL	

a. DATE	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CON-TAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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GENERAL INFORMATION

GENERAL INFORMATION – SECTION A

AWARD A.1 PROPOSAL INCORPORATION

Strategic Business Systems, Inc.'s final proposal dated 24 July 2013, is hereby incorporated into this task order.

AWARD A.2 AMENDMENT INCORPORATION

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

A.1 TYPE OF CONTRACT

This is a Firm Fixed Price (FFP) task order.

A.2 SERVICE REQUIREMENTS

The outcomes to be achieved is two Cost Engineering Technicians will independently provide support services to satisfy the overall operational objectives of the Capital Improvements Business Line (CIBL) of Naval Facilities Engineering Command, Southeast, Naval Air Station (NAS) Jacksonville, Florida. The primary objective is to provide contractor services for program oversight, acquisition planning, communication, and data management. The outcomes for this acquisition are consistent with the FAR 37.101 definition of service contracts.

The incumbent is Computer Cite, Contract No. N00178-09-D-5689, Task Order JM01.

A.3 LOCATION

As shown in Section C, the work to be performed under this solicitation and resulting task order is at Naval Air Station (NAS) Jacksonville, Florida.

A.4 COMPETITION ENVIRONMENT

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

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

A.5 NAICS CODE

The NAICS code is 541330, Engineering Services.

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	R425	COST ENGINEERING TECHNICIAN #1 - Base Period - JAX (O&MN,N)	976.0	LH	██████	██████
5001	R425	COST ENGINEERING TECHNICIAN #2 - Base Period - JAX (O&MN,N)	976.0	LH	██████	██████
5002	R425	COST ENGINEERING TECHNICIAN #1 - Option Period - JAX (O&MN,N) Option	1024.0	LH	██████	██████
5003	R425	COST ENGINEERING TECHNICIAN #2 - Option Period - JAX (O&MN,N) Option	1024.0	LH	██████	██████

SECTION B

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 03 Sep 2013 through 28 Feb 2014 the labor hours (LHs) are based on 122 total work days (excluding Federal holidays) @ 8 hours per work day, for a total of 976 labor hours (see Table below). A full work week is based on 40 hours per week.

Month	Number of Work Days	Total Labor Hrs
SEP	20	160
OCT	22	176
NOV	19	152
DEC	21	168
JAN	21	168
FEB	19	152
CLIN Total	122	976

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.

B.3 OPTION PERIOD LABOR HOURS PRICING BASIS:

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For the Option period from 01 Mar 2014 through 31 Aug 2014, the Labor Hours CLIN total is based on 128 total work days (excluding Federal holidays) @ 8 hours per work day, for a total of 1,024 labor hours. A full work week is based on 40 hours per week.

Month	Number of Work Days	Total Labor Hrs
MAR	21	168
APR	22	176
MAY	21	168
JUN	21	168
JUL	22	176
AUG	21	168
CLIN Total	128	1024

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.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

**Statement of Work
Cost Engineering Technicians
for
Capital Improvements Project Support
NAVFAC SE Capital Improvements**

1. Background

The Capital Improvement Business Line (CIBL) has overall responsibility for executing Capital Improvement projects in the planning, design, and construction phases for Navy, Marine Corps, and other clients within the Naval Facilities Engineering Command, Southeast (NAVFAC SE) Area of Responsibility. Related efforts include program oversight, acquisition planning, communication, and data management.

2. Objective

The CIBL is responsible for providing Architectural / Engineering technical services, project management, and program management for Navy, Marine Corps and other clients. The objective of this SOW is to procure technical, project management, and data management support services necessary to augment the CIBL Government workforce as described in this Statement of Work (SOW).

3. Scope of Work

The contractor is required to provide program and engineering support to assist the overall management of a multi-year, multi-billion dollar Capital Improvement program.

Role of the Contractor: The Contractor shall provide two cost engineering technicians for program support that includes overall detailed and parametric cost estimating, multiple project schedule and progress review and analysis support, safety program support, commissioning support, submittal review support, and database and process documentation support. Support includes design and project management, including assistance with development of project scopes, schedules, budgets, status reports, briefs, etc., in support of project programming, planning, design, and construction product delivery.

Support CIBL policies, positions, procedures and interests in meetings with stakeholders, including but not limited to team members, base representatives, contractors, and regulators. Provide information and database management support.

4. PERFORMANCE REQUIREMENTS AND QUALIFICATIONS

The Contractor shall be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks under this effort. The Contractor shall be responsible for providing technically qualified personnel to perform the work specified in this SOW.

The Contractor shall include oversight and administration of all Contractor staff. This includes addressing all Community Management, Human Resource needs, planning and coordinating leave, and conducting employee reviews and appraisals.

The work history of each Contractor employee must contain experience directly related to the task and functions he/she is intended to perform under this contract. The Government reserves the right, during the life of this contract, to request work histories on any Contractor employee for the purposes of verifying compliance with the requirements of this SOW. Additionally, the Government reserves the right to review resumes, employee reviews, and appraisals of Contractor personnel proposed.

All staff will be responsible for executing project schedules safely, within budgets and in conformance with project and customer requirements. This includes coordination with other team members to assure schedules, cost estimates and strategies are accurate and executable. Contractor staff will assist in the preparation of project and contract modification cost estimates, working with available cost estimation tools as well as independent research and utilizing professional experience.

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Service providers proposed in response to this solicitation must meet the following requirements:

4.1 Project Cost Estimating:

As directed.

4.1.1 Personnel Requirements: Bachelors Degree in Engineering, Construction Management,

Or Engineering Technology and minimum of 5 years of Construction Estimating experience, including at least 1 year working on Capital Improvement type projects for a Federal Agency. Work experience shall include a minimum of 1 year experience producing parametric cost estimates using Earth Tech's PACES parametric software and 1 year producing detailed, comprehensive cost estimates for the construction of facilities using, U.S. Cost's Success Estimator (Success) program. A working knowledge of HII (HAG II) is required. Contractor staff shall have working level knowledge of the Microsoft Office Software Suite (including MSProject). Cost Estimating Certification is preferred but not required.

4.1.2 Duties: Duties include but are not limited to; cost estimates for various stages of project development including modifications during construction, quantity takeoffs, updating and entering data into the DOD Historical unit cost generator HII, participating in IPT project meetings, and site visits as needed.

5. Estimated Work hours and Invoicing: Pricing is based on estimated work hours for base bid and option. Contractor shall not exceed these hours without contracting officer approval. Invoicing shall be based on actual work hours and shall not include holidays or leave. The Government will use time sheets to validate invoicing.

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SECTION D PACKAGING AND MARKING

NOT APPLICABLE.

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SECTION E INSPECTION AND ACCEPTANCE

NOT APPLICABLE.

SECTION F DELIVERABLES OR PERFORMANCE

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

5000	9/3/2013 - 2/28/2014
5001	9/3/2013 - 2/28/2014

SECTION F

F.1 CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following base items are as follows:

5000	09/03/2013 - 02/28/2014
5001	09/03/2013 - 02/28/2014

The periods of performance for the following option items are as follows:

5002	03/01/2014 - 08/31/2014
5003	03/01/2014 – 08/31/2014

Services to be performed hereunder will be provided at NAS Jacksonville, Florida.

F.2 DELIVERABLES

Form Attachment Number	Deliverable Table	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 th 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>.

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SECTION G CONTRACT ADMINISTRATION DATA

SECTION G

G.1 POINTS OF CONTACT

Contracting Officer Representative

[REDACTED]

Contracting Officer

[REDACTED]

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.

(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 - N69450

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	N69450
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

Inspector: TBD

(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

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

(End of clause)

G.3 QUALITY ASSURANCE SURVEILLANCE PLAN

QUALITY ASSURANCE SURVEILLANCE PLAN

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 Environmental Technical Writer-Editor 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 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 certification and licenses, as required.
Contract Deliverables	Contract Deliverables furnished as prescribed in the	Validation by the COR, 100% review.	As required in the PWS and/or task order.	>95% of deliverables must be submitted

	PWS, CDRLs, and task order.			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

5. 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

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECTION H

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 (NACLIC)) 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.

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SECTION I CONTRACT CLAUSES

SECTION I

STANDARD CLAUSES CONTAINED IN THE BASIC MAC SHALL APPLY.

09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed twelve months.

(End of Clause)

FAR 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)

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SECTION J LIST OF ATTACHMENTS

ATTACHMENT 1 - PPQ