

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   43
2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 12-Jan-2010	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY U.S. ARMY PEO STRI ACQUISITION CENTER ATTN: KOP 12350 RESEARCH PARKWAY ORLANDO FL 32826	CODE W900KK	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) ELECTRONIC CONSULTING SERVICES, INC. 2750 PROSPERITY AVE STE 510 FAIRFAX VA 22031-4338			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
			X 10A. MOD. OF CONTRACT/ORDER NO. W900KK-09-D-0006	
			X 10B. DATED (SEE ITEM 13) 10-Aug-2009	
CODE 1T1E5	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
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.				
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: FAR 43.103(a)(3)				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: carterd10774 The purpose of this modification is to incorporate administrative changes identified during the Post Award Conference on 7 December 2009 and other matters discussed as of the date of this action.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6) / CONTRACTING OFFICER TEL: (b) (6) EMAIL: (b) (6)@us.army.mil	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. BY (b) (6) (Signature of Contracting Officer)	16C. DATE SIGNED 26-Jan-2010	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM

The discount terms Net 30 Days has been added.

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 0001

The unit price amount has increased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has increased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

CLIN 0002

The CLIN description has changed from Performance of PWS - CPFF to NOT USED.

The CLIN extended description has changed from Prices for performance of services will be negotiated on individual task orders in accordance with ranges set forth in Section J attachment 1. to There will be no Cost Plus Fixed Fee task orders issued under this contract. Contract value for this item has been transferred to Firm Fixed-Price CLIN 0001..

The estimated/max cost has decreased by (b) (4) from (b) (4) to (b) (4)

The fixed fee has decreased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has decreased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

CLIN 1001

The unit price amount has increased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has increased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

CLIN 1002

The CLIN description has changed from Performance of PWS - CPFF to NOT USED.

The CLIN extended description has changed from Prices for performance of services will be negotiated on individual task orders in accordance with ranges set forth in Section J attachment 1. to There will be no Cost Plus Fixed Fee task orders issued under this contract. Contract value for this item has been transferred to Firm Fixed-Price CLIN 1001..

The estimated/max cost has decreased by (b) (4) from (b) (4) to (b) (4)

The fixed fee has decreased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has decreased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

CLIN 2001

The unit price amount has increased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has increased by (b) (4) from \$(b) (4) (EST) to (b) (4) (EST).

#### CLIN 2002

The CLIN description has changed from Performance of PWS - CPFF to NOT USED.

The CLIN extended description has changed from Prices for performance of services will be negotiated on individual task orders in accordance with ranges set forth in Section J attachment 1. to There will be no Cost Plus Fixed Fee task orders issued under this contract. Contract value for this item has been transferred to Firm Fixed-Price CLIN 2001..

The estimated/max cost has decreased by (b) (4) from (b) (4) to (b) (4)

The fixed fee has decreased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has decreased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

#### CLIN 3001

The unit price amount has increased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has increased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

#### CLIN 3002

The CLIN description has changed from Performance of PWS - CPFF to NOT USED.

The CLIN extended description has changed from Prices for performance of services will be negotiated on individual task orders in accordance with ranges set forth in Section J attachment 1. to There will be no Cost Plus Fixed Fee task orders issued under this contract. Contract value for this item has been transferred to Firm Fixed-Price CLIN 3001..

The estimated/max cost has decreased by (b) (4) from (b) (4) to (b) (4)

The fixed fee has decreased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has decreased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

#### CLIN 4001

The unit price amount has increased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has increased by (b) (4) from (b) (4) 0 (EST) to (b) (4) (EST).

#### CLIN 4002

The CLIN description has changed from Performance of PWS - CPFF to NOT USED.

The CLIN extended description has changed from Prices for performance of services will be negotiated on individual task orders in accordance with ranges set forth in Section J attachment 1. to There will be no Cost Plus Fixed Fee task orders issued under this contract. Contract value for this item has been transferred to Firm Fixed-Price CLIN 4001..

The estimated/max cost has decreased by (b) (4) from (b) (4) to (b) (4)

The fixed fee has decreased by (b) (4) from (b) (4) to (b) (4)

The total cost of this line item has decreased by (b) (4) from (b) (4) (EST) to (b) (4) (EST).

The following have been added by full text:

SUMMARY OF MODIFICATION #02

Unilateral, Administrative Modification P00002 to Contract W900KK-09-D-0006

- 1) A discount term of Net 30 Days has been added to Section 9. DISCOUNT FOR PROMPT PAYMENT block of the award document (SF26).
- 2) Section B - Supplies or Services and Prices
  - B1, Removed reference to Cost Plus Fixed Fee (CPFF) as a contract line item (CLIN) or delivery/task order option.
  - All CLIN series X002 Performance of PWS - CPFF are changed to reflect "NOT USED" and reduced values to zero dollars (\$0.00). Shifted value for each CLIN to X001 Performance of PWS -FFP CLIN associated with the respective base or option period.
  - Clause 5152.211-5003 Level of Effort (Cost Reimbursement) is removed and deleted from the contract.
- 3) Section C - Descriptions and Specifications
  - Added wording (a heading) to help ensure the performance work statement (PWS) is recognized as such.
  - PWS paragraph 3.1.2.2 changed to reflect the current common software suite. Specifically, MS Office 2003 is updated to reflect MS Office 2007.
- 4) Section F - Deliveries or Performance
  - Corrected spelling errors to text at the head of the delivery schedule
  - CLAUSES INCORPORATED BY FULL TEXT -
    - 5152.211-5006 - PERIOD OF PERFORMANCE (PEO STRI) (SEP 2006) - Updated information to reflect change of performance periods from 10 August to 11 August to 24 November to 23 November.
- 5) Section G - Contract Administrative Data, CLAUSES INCORPORATED BY FULL TEXT
  - 5152.201-5002 CONTACTOR'S AUTHORIZED CONTRACT COORDINATOR AND TECHNICAL LIAISON (PEO STRI) (SEP 2006) - Updated to reflect available contractor coordinator/alternate information.
  - NOTE: Complete telephone contact information is still needed.
  - 5152.232-5008 PAYMENT OF FIXED FEE (PEO STRI) (SEP 2006) - Deleted clause.
  - 5152.232-5011 INVOICING INSTRUCTIONS AND PAYMENT (WAWF INSTRUCTIONS (PEO STRI) (SEP 2008) - Updated Contracting Officer information.
  - 5152.232-5015 ALLOTMENT OF FUNDS (PEO STRI) (SEP 2006) - Deleted clause.
  - 5152.243-5000 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (PEO STRI) (SEP 2006) - Updated Contracting Officer information.
- 6) Section H - Special Contract Requirements
  - H.1 DELIVERY/TASK ORDER TYPES - Deleted Cost Plus Fixed Fee (CPFF) and paragraph (2). Renumbered paragraph (3) to (2).
  - CLAUSES INCORPORATED BY FULL TEXT, 5152.232-5012 ALLOTMENT OF FUNDS - INCREMENTALLY FUNDED COST-REIMBURSEMENT CONTRACT OTHER THAN COST-SHARING CONTRACT (PEO STRI) (SEP 2006) - Edited bolded and underlined text at end of clause.
- 7) Section I - Contract Clauses, CLAUSES INCORPORATED BY FULL TEXT
  - 252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES (NOV 2004) - Edited subparagraph (e) to include Contractor's Billing Address and Government Remittance Address information. NOTE: Complete contractor's billing address information is still needed.
  - 5152.204-5001 REQUIREMENTS FOR LOCAL SECURITY SYSTEM (PEO-STRI) (SEP 2006) - Edited text to indicate current format and information, regarding the 'Locator Form' to indicate the intranet website locations for locator information and facility access.
- 8) Section J - List of Documents, Exhibits and other Attachments - Replaced description for Attachment 4 (formerly Labor Categories) with DELETED. Attachment 4 was a Labor Category spreadsheet with columnar information of [skill] Group, Government Series equivalent, comparable GS Pay Scale, and SETA Recompete job titles. The

information was provided during the solicitation phase for offeror's use in proposal preparation but is not needed for contract execution.

The following have been modified:

**B.1 The Contract Line Item Numbers shown below may be utilized in a Firm Fixed Price (FFP) and Time and Materials (T&M) basis for delivery/task orders with cost reimbursable line items for ODC and Travel issued under this contract.**

**B.2 CLINS 0008 through 0017, OPTION CLINS 1008 through 1017, 2008 through 2017, 3008 through 3017 and 4008 through 4017 are established in Section B for the sole purpose of facilitating administration of the Contract in the Government's Standard Procurement System (SPS).**

**B.3 Single Award Contract Not-to-Exceed Ceiling Amount \$270,570,046.00.**

The following have been deleted:

5152.211-5003      Level of Effort (Cost Reimbursement)      OCT 2006

## SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

PERFORMANCE WORK STATEMENT (PWS) for SYSTEMS ENGINEERING AND TECHNICAL ASSISTANCE (SETA)

### 1. INTRODUCTION AND SCOPE

1.1 The mission of the U.S. Army Program Executive Office for Simulation, Training and Instrumentation (PEO STRI) is to provide life-cycle management of interoperable training, testing, and simulation solutions for the Warfighters and the Nation. PEO STRI is the Army's Training, Testing, Modeling and Simulation Materiel Developer and the Army Executive Agent for Combat Training Centers' Instrumentation. PEO STRI provides training aids, devices, simulators, simulations, instrumentation, targets and threat simulators for training and testing. PEO STRI supports other Materiel Developers (PEOs & Program Managers (PM)) and Combatant Commanders, Army Doctrine, and Battle Labs and provides life cycle support from development through disposal.

1.2 The contract provides for Systems Engineering and Technical Assistance (SETA) to the PEO STRI and other U.S. Government agencies worldwide as well as state and local agencies. The services will include related activities in support of all aspects of providing responsive integrated and interoperable infrastructure for Simulation, Training, Testing, and Instrumentation Solutions and Acquisition Services for the Warfighters and the Nation. Support will be required for services for effective, efficient, and responsive full lifecycle management of efforts to include but not limited to: administrative support, vision statements and doctrine; development of architectures; program support e.g., acquisition and budget planning, business and financial programming and execution, modeling, simulation, simulator, training device, and instrumentation development, documentation, fielding and execution, system analysis

and integration, integrated logistics support, strategic planning, contingency and mission support, program oversight, independent verification validation and test evaluation, prototype development, sustainment and operation, and analysis of emerging technologies, support; subject matter expert on military tactics, techniques, and procedures. Potential areas of growth are envisioned to be in the areas of: Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR); Information Operations (IO); Infrastructure, Organizational Analysis, and Evaluations; Systems Engineering and Systems Integration Analysis; Simulation and Modeling Development; Rapid Prototyping and Limited Development; Software Development, Network Development, and Information Systems Support; Integrated Logistics Support; Emerging Technologies Analysis; Meetings and Conference Organization Support; Staff Support; and ancillary services. These topics are further detailed in paragraph 3 of this Performance Work Statement (PWS) and will be further defined in each individual Task Order issued.

## 2. APPLICABLE DOCUMENTS

The following U.S. Government documents form a part of this contract. In the event of a conflict between documents referenced herein and the contents of this PWS, the contents of the PWS shall be the governing requirement. Other documents required for execution of tasks under this contract will be cited in the relevant Task Orders. The most current approved version will apply to the contract and subsequent task orders.

### 2.1 UNITED STATES CODE

Title 44 Chapter 35 Subchapter III Federal Information Security Management Act of 2002 (FISMA)

### 2.2 DEPARTMENT OF DEFENSE (DOD) DOCUMENTS

#### 2.2.1 DOD DIRECTIVES

DODD 8500.01E Information Assurance (IA)

#### 2.2.2 DOD INSTRUCTIONS

DODI 5000.2 Operation of the Defense Acquisition System

DODI 8500.2 Information Assurance (IA) Implementation

#### 2.2.3 DOD MANUALS

DOD 5220.22-M Industrial Security Program Operating Manual

#### 2.2.4 DOD REGULATIONS

DOD 7000.14-R Department of Defense Financial Management Regulations (FMRs)

#### 2.2.5 OTHER DOD DOCUMENTS

DFAS-IN Regulation 37-1 Finance and Accounting Policy Implementation

Defense Acquisition Guidebook

### 2.3 DEPARTMENT OF THE ARMY DOCUMENTS

#### 2.3.1 ARMY REGULATIONS

AR 25-2 Information Assurance

AR 70-1 Army Acquisition Policy

AR 73-1 Test and Evaluation Policy

AR 700-127

Integrated Logistics Support

2.3.2 ARMY PAMPHLETSDA Pam 73-1

Test and Evaluation in Support of Systems Acquisition

DA Pam 700-56

Logistics Supportability Planning and Procedures in Army Acquisition

DA Pam 700-142

Instructions for Materiel Release, Fielding, and Transfer

## 2.3.3 UNITED STATES FORCES KOREA (USFK)

USFK Regulation 350-2

Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK

2.4 PEO STRI DOCUMENTS AND PUBLICATIONS2.4.1 STANDARD OPERATING PROCEDURES (SOP)

## SOP 11-18

Cost Estimating and Validation Responsibility

## SOP 25

Processing Procedures for Memoranda of Agreement/Understanding (MOA/MOU) and Intraservice/Interservice/Intra-Governmental Support Agreements (ISA)

## SOP 25-2

Information Assurance (IA) Policy for PEO STRI Business Systems

## SOP 25-2-2

The Use of Open Source Software (OSS)

## SOP 70-1

Acquisition Program Classification and Management

## SOP 70-1-3A

Acquisition Program Data Management

## SOP 385-16

PEO STRI Environmental, Safety and Occupational Health Evaluation and Documentation in Support of Acquisition Programs

## SOP 700-142A

Process for Approval of System Life Cycle Management Plans (LCMP)

## SOP 700-142-1

Materiel Fielding

## SOP 700-142-2

Materiel Release for Issue

2.4.2 POLICIES

PEO STRI Policy on the Use of Common Standards, Products, Architectures and/or Repositories (CSPAR)

PEO STRI Policy Regarding Facility Access Badging

2.4.3 AVAILABILITY OF PEO STRI DOCUMENTS AND PUBLICATIONS

Copies of the above documents are available from PEO STRI, Attn: SFAE-STRI-KOP, 12350 Research Parkway, Orlando, FL 32826-3276

3. REQUIREMENTS3.1 GENERAL.

The various elements of work the contractors may be required to perform under this contract are characterized in the following paragraphs, are generic and will not be required on all task orders. Individual task orders will further define the required work. In case of a conflict between the requirements and documents cited herein and the Task Order requirement, the Task Order controls.

3.1.1 EQUIPMENT AND MATERIALS PROCUREMENT.

All contractor purchases must be approved by the Technical Point of Contact (TPOC) in advance of any purchases. When specified in the task order, the contractor shall procure, integrate, ship, and track equipment and other items required for the effort. Such equipment/items must be version and feature compatible with current U.S. Government systems for interoperability.

### 3.1.2 FACILITIES.

3.1.2.1 The Government anticipates that most work performed on task orders issued under this contract will be performed at Government owned facilities and that most equipment and support software directly associated with task order performance will be provided by the U.S. Government as specified in individual task orders. The contractor shall provide all remaining materials, services, equipment, support software, and facilities necessary to fulfill the overall terms and conditions of this contract. Automated systems supporting this contract shall be interoperable among all prime contractors, subcontractors, and designated U.S. Government automation systems. The U.S. Government does not require the establishment of field offices for performance under this contract.

3.1.2.2 Below is a list of the standard common software currently in use. Updates, upgrades, and/or replacements for applications and operating systems occur on a regular basis. The contractor's equipment/items must be version and feature compatible with current U.S. Government systems for interoperability.

- Windows OS (WinXP at this time)
- MS Office (Office 2007 at this time)
- ActivClient for CAC -PKI Only 6.0
- ApproveIt Desktop 5.7.3 (CAC electronic signature software)
- PureEdge Viewer (currently version 6.5 - free software)
- Adobe Acrobat reader
- Java Runtime Environment
- Several plug-ins such as Adobe Flash.
- Installroot

## 3.2 DETAILED REQUIREMENTS

### 3.2.1 ACQUISITION PLANNING AND SOURCE SELECTION

3.2.1.1 Prepare, maintain, review, and revise program documentation necessary to undertake and manage system and services acquisitions to include technical approaches, strategies and plans, market surveys, operational and performance requirements and evolving concepts of operation in response to identified requirements. Prepare, maintain, review and cross-check for completeness, and revise documentation for use in solicitations and contracts for systems and services including but not limited to Statements of Work (SOW), Statements of Objectives (SOO), specifications, data requirements, executive summaries, contract schedules, award fee documents, source selection documents and request for proposal elements.

3.2.1.2 Review SOWs, specifications, Systems Engineering Plans (SEP) and management documents prepared by program Integrated Product Teams (IPT) for use in acquisitions, identify shortcomings and non-compliances, and recommend changes and improvements to comply with organizational policies, Service, Department of Defense (DOD) and Federal acquisition policies and regulations, and laws.

3.2.1.3 Evaluate contractor technical, management and cost proposals in accordance with established evaluation factors and criteria, provide input to proposal evaluation reports, and defend and justify recommendations for award.

3.2.1.4 Coordinate and review statements of work and planned funding from customers to ensure the effort is tied to proper appropriations. Review and recommend appropriate contract vehicle.

### 3.2.2 ADMINISTRATIVE

3.2.2.1 Perform all aspects of office administration and clerical support services to include preparation, receipt,

coordination, staffing and distribution of correspondence, materials and briefings, receipt of visitors and phone calls, administration of hardcopy files and electronic records, coordination of travel arrangements, prepare and submit to appropriate approval level travel orders and travel vouchers via PEO STRI travel system or the Defense Travel System (DTS), appointment scheduling and calendar maintenance, action tracking, planning, coordinating, and executing movement of personnel from one office to another, general office management duties, and timecard administration.

3.2.2.2 Perform all aspects of meeting, conference and workshop planning, scheduling, coordination, execution and management to include arrangement of locations, production of materials and audio-visual presentations, identification of speakers and moderators, registration, event facilitation and moderation, and post event close-out activities.

3.2.2.3 Coordinate and submit visit requests and annual or visit specific clearance requests for incoming visitors to PEO STRI and for PEO STRI visits or travel to non-PEO STRI locations/facilities and support personnel in obtaining official and non-official U.S. passports, VISAs, and other documentation as needed for Outside Continental United States (OCONUS) travel.

3.2.2.4 Collect information, draft and submit program activity reports as required by PEO STRI.

3.2.2.5 Perform mail administration services to include sorting and distribution of U.S. postal mail, commercial mail service, internal mail, and other items of distribution; monitoring the postage, metering of outgoing U.S. mail and ensuring all mail has proper postage; and logging and recording of accountable mail and its distribution; and responsible for storage of classified Government documents.

### 3.2.3 AGENCY COORDINATION

3.2.3.1 Maintain an understanding of program acquisition strategies with emphasis on cost, schedule, and performance and attend organizational business reviews and meetings to keep abreast of programs and ensure early identification of problem areas.

3.2.3.2 Maintain liaison and attend conferences and meetings with Headquarters, Department of the Army (HQDA) staff, Army Acquisition Executive (AAE) agency personnel, representatives in the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) organization and other officials and groups, ensure their awareness of program planning and programming actions, resolve problems and issues to limit impacts on program cost, schedule and performance, and coordinate and collect pertinent data from multiple points of contact for organization use and action. Evaluate data to ensure sufficient current information to provide ready, accurate and complete responses to inquiries from the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB) Joint Chiefs of Staff (JCS), HQDA, Congress, and other Department of Defense (DOD) agencies and other Service headquarters.

3.2.3.3 Coordinate, prepare and review documentation for submission to HQDA, OSD, OMB and Congress to support and defend positions on specific program matters. Develop supporting documentation and provide statements on the impact of policy, program and budget changes to the organization and its operations.

3.2.3.4 Coordinate, prepare and justify funding requirements, prepare and review program documentation in support of the budget process, and monitor programs for executability and compliance with established program decisions. Coordinate and prepare Unfunded Requirement (UFR) requests and impact statements.

3.2.3.5 Prepare and deliver detailed briefings and information papers to senior leadership, HQDA, OSD, OMB and Congressional staff.

3.2.3.6 Monitor acquisition policy, program and budget actions, and analyze trends, policies and actions at Congress, OSD, OMB, HQDA, other service headquarters and other DOD agencies for effects on the organization, and report pertinent developments. Recommend courses of action related to materiel acquisition.

3.2.3.7 Assist the organization's strategic planning efforts with recommendations and guidance pertaining to Joint support activities across the full spectrum of Combatant Commands, Service, and OSD Staffs. Review existing strategic planning and related documentation and assist in the development of organizational goals and objectives. Identify strategic and operational requirements effecting Joint/Army Staff and provide analysis and recommendations concerning how the PEO STRI can most effectively meet strategic goals and objectives. Provide liaison between senior industry and organizational representatives.

### 3.2.4 AUDIO-VISUAL AND GRAPHICS

3.2.4.1 Provide Visual Information Support Services (VISS) management, special studies for audio-visual requirements, library services, equipment maintenance, and operate video telecommunication systems in conference rooms and gathering areas. Execute specialized operation and use of visual technology equipment to include cameras, Closed Caption TV, audiovisual aids, and image scanners as well as hybrid computers that produce multimedia visuals.

3.2.4.2 Design, develop and produce graphic documents to include charts, graphs, diagrams, cartoons, computer-generated graphic files, view-graphs/slides, reproductions, publication pages, illustrations, status/wall charts, nameplates/certificates, signs/posters, mounting/laminating, custom displays/exhibits, structural display/exhibit design, interactive screens/pages for web sites or multimedia projects, animation, Three Dimensional (3D) modeling, video digitization, monitor display screens, electronic data transfer/file format conversion, multimedia productions, murals, and other managerial, operational, educational and administrative artwork.

3.2.4.3 Plan, develop, and produce Multimedia productions utilizing an interactive scripting language to produce electronic files for use in kiosks, information display stations, the World Wide Web, CD-ROMs, DVD, and various other appropriate outlets.

3.2.4.4 Provide photographic services for location (on and off site) and studio photography. Studio photography shall include official portraits, passport photographs, citizenship photographs, ID badges with photographs, and command portraits. Perform all photographic processing and output including product photography and copy photography.

3.2.4.5 Design, develop, and produce custom static displays/exhibits. Designs may be Two-Dimensional (2D) or 3D, and use custom graphics (i.e., camera-ready artwork including illustrations, typesetting, renderings, artwork, lettering, photographs, lighting effects) to complement the object.

3.2.4.6 Develop and provide presentation and audiovisual services in support of all Command official functions in Government buildings and associated grounds, along with officially designated off-site locations. Services to include, but not limited to, the set-up and operation of cameras, videotaping equipment, projectors, audio systems, and other special visual information equipment (video projector, video playback units, etc.).

3.2.4.7 Maintain a current inventory of Government Furnished Property (GFP) throughout the contract period and perform routine, preventative maintenance and minor repairs.

### 3.2.5 CUSTOMER COORDINATION

3.2.5.1 Promote PEO programs and services by providing a network of capability that will allow for liaison from a General Officer to the PEO. Provide continuity of support and coordination between the Program Executive Officer and the General Officers at installations/posts. Interact and meet on a continuing basis with the user community, other customers and stakeholders at their facilities located CONUS and OCONUS to develop an understanding of simulation, training, testing and support issues from multiple perspectives, and perform independent analyses and assessments to determine whether or not the agency is meeting the requirements and expectations of its customers. Identify lessons learned and mitigate risk of similar issues impacting or degrading training at other locations. Interface with program office personnel to identify and recommend solutions to programmatic and technical issues.

3.2.5.2 Educate personnel at host installations on PEO STRI programs and capabilities of interest and establish mechanisms to improve communications with users of simulation, training and testing technologies to increase assurance that their needs and requirements are being met. Process and coordinate responses to requests for use of PEO STRI products at exhibits and conferences, and coordinate provision of materials and support.

3.2.5.3 Evaluate current programs with emphasis on the ability of those programs to satisfy operational user training and Operating Tempo (OPTEMPO) requirements, and evaluate fielded programs with emphasis on the cost-effective implementation of targeted technical upgrades for extended life cycle support. Develop metrics to assess the value added by PEO STRI products to the Warfighter.

3.2.5.4 Assess the development and progress of on-going and planned programs against validated Army and other agency requirements that support major initiatives. Research and evaluate current and future simulation, training, testing and support requirements of programs and organizations (e.g., Brigade Combat Team, Digital Corps Exercise, Army Experiment Campaign Plan, Advanced Warfighting Experiments (AWE), Advanced Technology Demonstrations (ATD)) and assess PEO STRI's existing, and potential for future support roles.

3.2.5.5 Provide coordination of system installation and educational support at various worldwide locations.

3.2.5.6 Provide recommendations for, and support to expansion of organizational vision and planning horizons in consonance with validated requirements and user expectations for the delivery of PEO STRI or other agency products.

### 3.2.6 FACILITIES

3.2.6.1 Assist in the renovations of office space, and reconfigure and relocate office equipment and furnishings in support of internal moves. Perform physical setup and reconfiguration of conference room furnishings for meetings and events. Track facilities work requests and provide support to customers such as assistance with initiation of work requests and determination of work request status. Respond to reports of maintenance issues and other problems involving occupation, use and maintenance of Government occupied facilities and interface with property managers, service contractors and on-site maintenance personnel to determine the status of and ensure issue and problem resolution.

3.2.6.2 Determine facility requirements such as space, electrical power, Heating, Ventilation and Air Conditioning (HVAC) and lighting. Conduct site surveys and evaluate suitability of and determine modifications needed to existing facilities in order to accommodate operational requirements.

3.2.6.3 Develop facility requirements in support of systems. Develop, coordinate, and revise plans based on site survey information and available system data packages. Review facility documentation and designs, support facility design reviews, performs inspection during construction/renovation, and provide recommendations relative to the impact of facility changes. Perform inspection during installation of systems.

3.2.6.4 Initiate engineering change proposals. Develop revisions to the facility plan based on facility or system modifications and updates. Resolve problems to assure scheduled progress for system installation. Provide technical review of all contractor reports relative to facilities and provides comments/recommendations. Evaluate technical packages submitted by contractors relative to facility requirements, and determines acceptability of proposals.

### 3.2.7 FINANCIAL MANAGEMENT

3.2.7.1 Develop financial plans, cost estimates and cost avoidance strategies, and apply analytical methods such as cost benefit analysis, earned value management analysis, and decision theory to a variety of budgetary situations in order to maximize efficient execution of project funds. Typical types of cost estimates include Program Office Estimates (POE), Independent Government Cost Estimates (IGCE), Economic Analyses (EA) and Rough Order of Magnitude (ROM) estimates that address multiple appropriations and total costs through the lifecycle of a project or

program. Analyze program/system/project implementation plan and execution status in order to assist the program management staff with effective programming of funding and manpower resources.

3.2.7.2 Evaluate contractor submitted program financial documentation and earned value reports such as the Contract Performance Report (CPR), Contract Funds Status Report (CFSR) and Contract Invoicing and Payment Report (CIPR), develop Earned Value Management System (EVMS) analyses, and assist in the conduct of Integrated Baseline Reviews (IBR) and other EVMS reviews. Track and analyze Cost as Independent Variable (CAIV), Total Ownership Cost (TOC) and Activity Based Costing (ABC) information.

3.2.7.3 In coordination with program management staff, develop and execute obligation plans and/or spend plans for mission and support mission funds at program office and organization levels. Adjust obligation and spend plans throughout the year to account for fluctuating revenues and changing demand for services. In accordance with PEO STRI or program office procedures, maintain complete budgets and financial status for all mission and support mission funds to include tracking, reconciling and reporting on status of available funding, funding requirements, unliquidated obligations, commitments, obligations and disbursements.

3.2.7.4 Assist with budget development, tracking and accounting, and develop and administer budget execution plans for funding and budget execution at program, office and organization levels. Budget execution plans may involve activities subject to fluctuating revenues and changing demand for services, which necessitate reprogramming actions throughout the fiscal year. Maintain complete budgets and financial status for contracts and coordinate, track, reconcile and report on status of available funding, funding requirements, unliquidated obligations, commitments, obligations and disbursements. Establish controls to maintain visibility of actions.

3.2.7.5 Coordinate with program managers to obtain required information and develop and submit various forms and reports including but not limited to budget forms such as P forms and R forms, probability of program success reports, SMART Charts, Program Objective Memorandum (POM) requests/briefings, and Program Management Review briefings. Coordinate, prepare, and submit management level reports and presentations on funding and budgets.

3.2.7.6 Conduct special studies and analyses for PEO STRI to assure cost effective allocation and execution of PEO STRI programs.

3.2.7.7 Create and process Military Interdepartmental Purchase Requests (MIPR), process cost transfers and miscellaneous budget documents, and review and research contracts and other documents for un-liquidated obligation balances. Load and maintain data regarding obligations for contracts, travel, training, awards, labor, MIPRs, Permanent Change of Station (PCS) and Government Bill of Ladings (GBL) in information systems, and prepare management level reports and presentations on funding and budgets. Coordinate activities to complete and respond to customer requests for financial and funding data, to include assisting in estimating the cost of required activities.

3.2.7.8 Advise program managers on the correct use of appropriation by properly applying fiscal law associated with misappropriation, bona fide need, and anti-deficiency as described in the U.S.Code and financial management regulations. Coordinate funding actions with project team members such as program managers, contract and finance personnel and initiate task packages to authorize funds in accordance with fiscal and regulatory guidance. Review task packages created by others for compliance with fiscal and regulatory guidance.

### 3.2.8 INFORMATION ASSURANCE

3.2.8.1 Ensure the Certification and Accreditation (C&A) of systems are in accordance with the DOD Information Assurance (IA) C&A Process (DIACAP) guidance, DODD 8500.1, DODI 8500.2 and AR 25-2. This includes the development, coordination and support of initial C&A, Federal Information Security Management Act (FISMA) and re-accreditation requirements.

3.2.8.2 Perform Information Security (IS) engineering to integrate required security characteristics and requirements into the performance objectives of the selected system. Execute system security certifications to ensure that subject

systems meet all applicable security regulations and standards and are able to complete successful certification test and evaluation events. In addition, ensure that these systems are protected from known vulnerabilities.

3.2.8.3 Prepare required security certification documentation and coordination with the Designated Accrediting Authority (DAA) to obtain successful system accreditation. Security documentation includes, but is not limited to, artifacts required by DIACAP and DOD IA controls such as the System Identification Profile (SIP), Information Security Plan (ISP), Continuity of Operations Plan (COOP) and Configuration Management Plan (CMP) and when required a Plan of Action and Milestones (POA&M).

3.2.8.4 Perform Information Assurance Vulnerability Management (IAVM) to include assisting with dissemination, reporting, and compliance procedures for IAVM. Perform activities and tasks specified in DODI 8500.2 and AR 25-2 for Program Managers (PM), Information Assurance Managers (IAM) and Information Assurance Security Officers (IASO) and act as a liaison with supporting System Administrators (SA) and IA personnel to promote security in IS operations.

3.2.8.5 Ensure configuration management of IS software and hardware, maintain software licenses and ensure security related documentation is current and accessible to properly authorized individuals. Ensure log files and audits are maintained and reviewed for all systems and that authentication (e.g., password) policies are audited for compliance. Review and evaluate the security effects of changes to systems and networks, including interfaces with other ISs, and document changes. Ensure no relevant security changes have been made to invalidate any previously authorized accreditation.

3.2.8.6 Identify IA resource requirements and provide input for management controls. Develop, maintain and implement IA security and training programs. Maintain training and certification records for IA personnel and user awareness training. Implement periodic security inspections, assessments, tests, and reviews, and provide support to Intra-Army Interoperability Certification (IAIC) testing.

3.2.8.7 Coordinate and develop documentation that is required as a part of the C&A process between program office and field sites where programs will be deployed detailing responsibilities associated with post-fielding C&A requirements.

### 3.2.9 INFORMATION SYSTEMS AND SOFTWARE OPERATIONS

3.2.9.1 Use and administer use of Information Technology (IT) systems and software in the performance of organizational operations (to include administrative, contract, engineering, financial, logistics, manpower, personnel and program management tasks and functions), and in support of testing and training missions. This includes creation, modification and population of collaborative workspaces, data management systems, web pages, menus, databases, input and query forms and reports, and user administration. Typical systems include but are not limited to; Resource Management Tracking (RMTracs), Planning, Programming, Budgeting and Executing System (PBBES) and Workload Based Staffing Analysis Program (WBSAP), PEO STRI Enterprise Business System (EBS), Purchase Request-web (PRweb<sup>®</sup>), Standard Procurement System (SPS<sup>®</sup>), Contract Data Requirements List-vue (CDRLvue<sup>®</sup>), Microsoft<sup>®</sup> Office and SharePoint Portal Server<sup>®</sup>, Defense Travel System and Resource Management Tool WEB, Virtual Insight (VIS).

3.2.9.2 Provide advice, technical assistance and management support to resolve user problems and increase organizational effectiveness in the use of IT systems and software. Interface with organization management and IT personnel and define and communicate requirements regarding development, modification and sustainment of IT systems and software. Research, provide recommendations regarding selection and implementation, and evaluate IT tools and solutions that will improve operations.

3.2.9.3 Maintain Government owned software source code used to support training and test operations.

### 3.2.10 LABOR, MANPOWER, AND PERSONNEL

3.2.10.1 Review and interpret regulations and policies, civilian personnel guidance and organizational needs and provide recommendations on personnel actions. Establish standards and timeframes for personnel actions, prepare and process personnel action requests in the Defense Civilian Personnel Data System (DCPDS) or other agency personnel systems, draft recruitment requests and maintain and monitor the status of referral lists. Interface with servicing personnel activities both at the local and service center levels to identify and resolve personnel issues. Establish controls to maintain visibility of ongoing personnel actions, report the status of ongoing and planned actions, and manage the organization's civilian personnel system.

3.2.10.2 Draft operating procedures and policy and information statements addressing recruitment, staffing and general personnel issues that comply with higher level policies and local guidance. Review, interpret and provide guidance on personnel regulations for other than full time employees.

3.2.10.3 Provide functional expertise critical to managing complex civilian personnel issues under the National Security Personnel System (NSPS) and Acquisition Demonstration (AcqDemo) programs. Coordinate projects and conduct analyses related to planning and implementation of personnel management systems and present analyses to support management decisions.

3.2.10.4 Analyze, investigate, and provide responses to questions regarding voluntary separation with incentive pay, voluntary early retirement authority, reduction in force, referral lists (certificates) and Resumix. Analyze requests for separation incentive and early retirement considering agency criteria and identified surplus positions.

3.2.10.5 Manage all military positions and coordinate all military manpower issues for the organization. Provide recommendations to organizational leadership on military personnel actions and coordinate with Personnel Command and other commands on all military actions.

3.2.10.6 Manage and provide support to the organization in all areas of the Military Evaluation System.

3.2.10.7 Prepare input for out-year manpower projections, analyze and reconcile manpower program budget guidance and Standard Operation Maintenance Army Research and Development System (SOMARDS) execution, reconcile Navy charges against SOMARDS accounting data and maintain SOMARDS labor master file.

3.2.10.8 Analyze, document for audit purposes and track planned versus actual usage of personnel labor and manpower mapping, prevent disruptions in labor and manpower funding linkages and advise management of potential problem areas. Prepare and track monthly updates to task orders including changes in personnel and deletion of funds.

3.2.10.9 Collect and submit data for manpower studies of PEO STRI organizations.

### 3.2.11 LOGISTICS

3.2.11.1 Plan, execute and manage Integrated Logistics Support (ILS) functions on complex, training and test and evaluation, acquisition programs whose systems encompass new and emerging technologies or complicated fielding requirements. Ensure program progress in attaining ILS objectives, monitor expenditures, project changes to costs and coordinate actions with all concerned functional elements to include Integrated Product Teams (IPT), customers, users and other stakeholders. Perform logistics analyses of systems and develop Supportability Strategies and Life Cycle Sustainment Plans that align with program Acquisition Strategies (AS) and describe the overall ILS program, including ILS requirements, tasks and milestones for each life cycle acquisition phase, in accordance with the provisions of Army Regulation (AR) 700-127 and Department of Army (DA) Pamphlet (Pam) 700-56. Coordinate with functional elements, plan, collect data, prepare and update Life Cycle Management Plans (LCMP) identifying the Project Manager's overall life cycle approach to fielding and support, configuration management, sustainment management, logistics and engineering support, hardware and software maintenance, and life cycle cost management. Coordinate with functional elements, plan, collect data, prepare and update Materiel Fielding Plans (MFP) for fielding of systems in accordance with the provisions of AR 700-127 and DA Pam 700-142, and support deployment and fielding of systems and equipment.

3.2.11.2 Review draft requirements or capability documents and system specifications, and recommend proper wording and content of logistics sections that align with overall program life cycle logistics plans and requirements. Analyze possible trainer approaches and provide recommendations in support of Trade off Determination (TOD) and Trade off Analysis (TOA) preparation, to include costs of options and description and selection of Best Technical Approach (BTA). Assess program needs, conduct trade-off analyses and recommend tailored requirements for Logistic Support Analysis Record (LSAR) CDRL, contract schedule and technical proposal requirements.

3.2.11.3 Review system contractor Logistic Support Analysis (LSA) programs and plans for completeness, efficiency and effectiveness and recommend actions to improve programs. Review LSA work packages to ensure proper preparation of work sheets and validity of data; analyze LSAR outputs to ensure system design as reflected in LSAR supports the RAM parameters and the desired system availability; monitor data for trends which reflect the need for design change; and monitor LSA efforts to insure compliance with the approved plan.

3.2.11.4 Review Provisioning Technical Documentation (PTD) to ensure proper format and content and assignment of appropriate Source, Maintenance and Recoverability (SMR) codes. Review engineering drawings and associated lists to ensure compatibility with PTD and the maintenance concept of the device. Review contractor provided lists of parts and equipment recommended for Government procurement to assure that the range supports the latest configuration of devices to be delivered.

3.2.11.5 Determine Interim Contractor Support (ICS) requirements for solicitations and contracts. Analyze contractor ICS plans for compliance with applicable contract requirements and ensure that actions proposed are comprehensive, cost effective and compatible with existing Life Cycle Contractor Support (LCCS) programs.

3.2.11.6 Determine technical publication requirements for solicitations and contracts, monitor and analyze contractor publication development for progression at a rate consistent with system delivery, and report observations and participate in discussions relative to the development and progress of publications. Typical types of publications include system operation and maintenance manuals, computer software operator, user and support manuals, and guides. Perform analyses of contractor publications to ensure the use of technically accurate source material and compliance with contractually imposed specifications and quality requirements, and identify issues. Coordinate with device maintenance personnel and perform verification of technical publications and logistics demonstrations.

3.2.11.7 Maintain existing technical publications, update publications to correct errors, reflect changes made to system hardware and software and maintain alignment with operational and maintenance procedures, and distribute publication changes.

3.2.11.8 Determine training course requirements such as instructor, operator, maintenance and New Equipment Training (NET), and associated materials and documentation requirements for solicitations and contracts. Analyze contractor training courseware and materials and determine appropriateness, correctness and adequacy of materials in relation to planned operation, use and support of equipment for which the training materials were designed and provide recommendations for change or modification.

### 3.2.12 MILITARY AND ORGANIZATIONAL STUDIES, ANALYSES AND ASSESSMENTS

3.2.12.1 Perform comparative studies and analyses of military, technological, political, economic, and other factors governing the relative military capability of nations. Assess the standing, trends, and future prospects of U.S. military capabilities and military potential in comparison with those of other countries or groups of countries. Research, determine and assess military and political alternatives in support of near and long-term U.S. security goals and objectives.

3.2.12.2 Perform analyses and assessments of Government and military organizations and culture with regard to implementation of organizational change and the impact of change on operations. Identify, assess and recommend alternatives in organizational structures and manpower required to effectively conduct operations in response to

evolution of organizational missions. Perform planning to implement changes to organizational structures and manpower.

3.2.12.3 Identify, collect information on and analyze military doctrine, Military Tactics Techniques, and Procedures (MTTP) as well as military individual, crew, and collective training exercises and operational testing events conducted at home stations, Combat Training Centers, and other specified locations. Identify staff operations relative to the deployment and employment of military combat, combat support, and/or combat service support units as they relate to the training and testing. Identify military doctrine, tactics and procedures, and individual, crew and collective training development and management and their importance to the training and testing environment. Identify military command relationships and operating procedures at the joint, unified and specified command level and operational force employment as they relate to the training and testing. Convey Army-wide/joint concepts, doctrine, and MTTPs to the command and higher echelons.

3.2.12.4 Participate in various materiel developer/combat developer events as a military doctrine, tactics, techniques and procedures, staff operations, and deployment/employment of combat, combat support, and/or combat service support units Subject Matter Expert (SME), ensuring the combat developer requirements are understood by the materiel developer throughout the systems acquisition process.

### 3.2.13 PLANNING, POLICIES, AND PROCESSES

3.2.13.1 Assist in the shaping, staffing, coordination, and implementation of organizational and office level policies processes and procedures to support business operations and to support acquisition, development, test, validation, information assurance C&A and fielding of test and training instrumentation, targets and threat systems/simulators, instructional systems, information technology, and Training Aids, Devices, Simulators and Simulations (TADSS).

3.2.13.2 Support achievement of efficiencies identified through process reengineering of information management, programmatic and general administrative functions.

3.2.13.3 Analyze strategic planning processes and conduct research activities. Develop templates for strategic planning documents. Facilitate leadership off-site(s) which will include identifying agenda items, preparing materials and presentations.

3.2.13.4 Provide guidance, advice and assistance on strategic planning. Develop common progress reporting methods and track status. Provide weekly, project management related activities associated with achieving closure on various critical initiatives.

### 3.2.14 PROGRAM ANALYSES, EVALUATIONS, AND ASSESSMENTS

3.2.14.1 These tasks deal with research, analysis, evaluation and assessment of current and future capabilities. The term "training" is meant to infer all types of military training to include field, resident or institutional instruction (formal schools), distance or distributed education/training, and all other aspects of current and on-going training/instructional capabilities. The term "test" infers all types of military testing, from developmental to operational and live fire testing.

3.2.14.2 Perform comprehensive individual and group studies and analyses of programs of instruction, training delivery mechanisms, and test procedures and methods. Typical tasks may include analysis and evaluation of training program requirements and designs, evaluations and comparisons of program costs, evaluation of instructional materials and training documentation, and evaluation and assessment of the efficiency and effectiveness of training programs, systems and devices. Document findings and indicate to what degree training was successful in relation to achievement of objectives. Develop recommendations for program improvements and identify specific additional materiel requirements to increase effectiveness.

3.2.14.3 Compare, analyze and evaluate the relative merits of program designs and alternatives. Review, analyze and recommend procedures and standards for program development and implementation.

### 3.2.15 PROGRAM EXECUTION AND OVERSIGHT

3.2.15.1 Perform life cycle planning and management of simulations, test and training instrumentation, targets, threat systems, and instructional systems development, prototyping, integration, fielding and support, and information technology programs established in support of federal and military requirements.

3.2.15.2 Perform comprehensive analyses of program, project and system requirements, translate requirements to discrete, attainable objectives, make decisions involving cost, schedule and technical performance and associated trade-offs, and establish priorities, goals, milestones and manpower requirements for tasks in support of major project objectives. Lead IPTs in development of acquisition documentation required by organization policies, and Service, DOD and Federal regulations and laws, and in award and execution of contracts and task orders to achieve project objectives.

3.2.15.3 Plan, and coordinate the activities and efforts of IPTs consisting of engineering, logistics, contracting, financial and support personnel in project execution. Develop metrics to track achievement of project goals. Represent the organization at contractor and Government project meetings, conferences, reviews and test events, monitor contractor performance, evaluate performance against goals, and make recommendations regarding issues affecting project execution consistent with project cost, schedule and performance and contract requirements. Recommend ways to control and improve contractor performance and maximize program technical, schedule and cost performance during contract execution.

3.2.15.4 Participate in briefings and meetings with user representatives, contractors, and other Government agency personnel and prepare and present program status reviews to Project Managers, Project Directors and senior leadership internal and external to the organization. Report meeting results, assign and track action items, and coordinate resolution of action items and issues.

3.2.15.5 Identify, compile and distribute research and information in areas related to project office products and missions.

3.2.15.6 Plan, direct, coordinate, and manage PEO STRI Security Cooperation programs including Foreign Military Sales (FMS) cases. Prepare Price and Availability (P&A) and Letters of Offer and Acceptance (LOA) through implementation, execution and case closure. Insure compliance with national security and national military strategies and all DOD and U.S. Army Security Cooperation regulations. Coordinate industry requests for technology transfer and export licenses and the agency position regarding the safeguarding or exporting of Modeling and Simulation (M&S) technologies. Conduct technical discussions and develop documentation in support of International Cooperative Programs (ICP).

3.2.15.7 Assist and represent project offices at organization sponsored and endorsed meetings, shows and exhibits by developing presentations and attending and reporting on selected briefings and demonstrations of organizational interest.

3.2.15.8 Conduct liaison and coordination, and assist in the analysis, planning, promotion and execution of Service and Joint Service testing, training and distributed learning initiatives.

### 3.2.16 PROPERTY AND SUPPLY

3.2.16.1 Perform all aspects of supply support services to include ordering, receipt, processing and execution of requisitions for supplies, furnishings, equipment, initial spares and Government Furnished Equipment (GFE) for fielded systems and screening of items to ascertain maximum use of the Federal Supply System, and receipt, delivery and set up of items.

3.2.16.2 Develop/procure samples, or test models/systems as necessary to support analyses or proof of concept studies. These hardware or software systems may be used in office or field environments as needed to accomplish the specific objectives of the task.

3.2.16.3 Perform all aspects of inventory and property management functions to include maintenance of property books and property accountability services such as inspections and audits of equipment, reports of survey process, maintaining control of durable supplies, warehousing equipment, and disposal of furniture and equipment or supply items in accordance with applicable laws and regulations.

3.2.16.4 Process requests for services for facilities support and to setup, reconfigure and tear down organizational displays and equipment, and prepare items for shipment in support of demonstrations, conferences and symposia.

### 3.2.17 PUBLIC AFFAIRS AND EVENTS

3.2.17.1 Plan, coordinate, and execute the support of internal and external organizational communications requirements related to the media, web pages, community relations, events, exhibits, conferences, and protocol. Conduct continuous information gathering to stay abreast of command information. Plan and execute the details revolving around the marketing and public awareness of events, exhibits, and conferences such as: invitations, publication announcements, letters, and printed materials.

3.2.17.2 Organize, draft and submit information regarding organizational activities and accomplishments for internal and external publication to include layout, design, copy and distribution of newsletters, articles, video scripts and other printed material. Assist in identifying, developing and preparing executive level speeches/message presentations to various audiences.

3.2.17.3 Review publications, papers, speeches and presentations submitted for public affairs approval to ensure accuracy, editorial quality and determine appropriateness for publication and public release. Ensure material has been released by the leadership of the appropriate office and by security prior to providing approval for public release. Maintain a log of approved items.

3.2.17.4 Identify and develop a strategic approach to command message formulation, product development, presentation and information dissemination to external and internal audiences. Identify possible audiences the PEO message must reach and methods of presentation and mechanisms to reach these audiences. Identify message integration opportunities. Organize public relations events that promote Service and organizational visibility within the Department, Service and the community and schedule press conferences and coordinate interviews between spokespersons and various media outlets.

3.2.17.5 Coordinate marketing efforts to include, brochures, business cards, logos and other program identity efforts.

3.2.17.6 Plan and execute events, exhibits, conferences, and special events and coordinate requirements for organization participation. Plan and arrange meeting/exhibit space, lodging requirements, catering, exhibits, keynote speakers, travel arrangement, agenda, audio visual, marketing/communications, giveaways, packing, electrical requirements, shipping, tracking, set up and breakdown including ancillary structures (i.e., tents, gallery stands, flooring, and speaker platforms).

3.2.17.7 Interpret Freedom of Information Act (FOIA) and Privacy Act standards and procedures. Provide recommendations and convey interpretations of policy.

3.2.17.8 Analyze programs and staff proposals to assure the implementation of policies. Recommend alternatives or modifications to existing policies. Develop guidance for evaluating programs. Review and recommend legislative, regulatory, or administrative remedies in cases where policies are deficient or issues are not covered by precedent. Recommend disclosure determinations and drafts outgoing responses. Advise and assist in making the determination on requests for information, documents and records. Review documents and records to ensure the appropriateness of any deletions. Draft responses.

### 3.2.18 SECURITY AND VISITOR CONTROL

3.2.18.1 Manage organizational personnel security program activities to include creation and maintenance of security clearance databases; tasking and providing assistance to employees in the submission of security clearance

paperwork; certification of the accuracy of security clearance information to other Government and cleared contractor facilities; management of employee official security files; processing of security clearance suspension, denial and revocation actions; and interaction with HQDA Clearance Facility to reconcile reports of adverse or potentially derogatory information which could affect retention of an employee's security clearance.

3.2.18.2 Based on projected official overseas travel reports, conduct all source searches of classified intelligence reports and databases which address geo-political, terrorist, criminal and foreign intelligence collection threats for overseas destinations and travel itineraries. Prepare and present overseas travel briefings to Government personnel and support contractors for official and personal overseas travel.

3.2.18.3 Research and determine information requirements for, and procedures to obtain foreign country and theater clearances for official travelers. Type messages using Decision Agent Software (DAS) on the Secret Internet Protocol Router Network (SIPRNET) and process overseas travel clearances through the Defense Message System (DMS). Contact foreign countries by phone to verify country and theater clearance approvals.

3.2.18.4 Assist the workforce in resolving issues related to identification media such as badges, Common Access Cards (CAC) and other miscellaneous security program issues.

### 3.2.19 SYSTEMS AND SOFTWARE ENGINEERING

3.2.19.1 Perform Systems Engineering (SE) and Software Engineering (SwE) tasks, implement SE/SwE approaches and oversee contractor SE/SwE efforts in the concept formulation design, development, verification, manufacturing, deployment, operations, support and disposal of test and training instrumentation, targets and threat systems/simulators, instructional systems, and TADSS using Chapter 4 of the Defense Acquisition Guidebook as a guide. SE/SwE activities are generally facilitated through IPTs consisting of engineers and project team members representing other functional disciplines, and other stakeholders such as user representatives. SE/SwE tasks will typically fall into categories such as technical planning; requirements analysis, development and management; system design and development; program review and oversight; verification; risk management; configuration management; and technical data management. Typical technologies these systems may employ include: Command, Control, Communications, Computers and Intelligence (C4I) systems; computer and communication networks; software models and simulations; chemical-biological; synthetic natural environments; artificial intelligence and expert systems; embedded electronics; image generators and visual displays; lasers and electro-optics; pyrotechnics; radio frequency devices; avionics; control systems; and range instrumentation equipment.

3.2.19.2 Coordinate with functional elements, plan, collect data, prepare and update Systems Engineering Plans (SEP) defining how the systems engineering process is applied and tailored to meet objectives for each acquisition phase of a program and methods by which all system requirements having technical content, technical staffing, and technical management will be implemented.

3.2.19.3 Analyze military operational requirements in the form of Initial Capabilities Documents (ICD), Capability Development Documents (CDD), Capability Production Documents (CPD) or other customer generated requirements documents; identify critical requirements; develop, analyze and review alternatives for materiel solutions, technical architectures and functional system designs; conduct trade-off studies based upon criteria such as technical performance and risk, interoperability requirements and constraints, operating environment, scalability, maintainability, affordability and schedule; recommend best technical approaches; and translate operational requirements and technical approaches into functional and verifiable technical and performance requirements in the form of functional baselines and system performance specifications.

3.2.19.4 Review physical system decompositions and allocated baselines typically established by development contractors in the form of system and subsystem development specifications and software requirements and interface specifications, and ensure accuracy, completeness, testability and traceability to Government functional baselines and contract specifications.

3.2.19.5 Analyze, review, comment and make recommendations - based upon factors such as performance, cost, schedule and risk - on hardware and software design alternatives typically produced by development contractors that

will be used to develop design baselines documenting requirements for hardware manufacturing and software coding. Evaluate design baselines typically consisting of drawings, hardware and software product specifications and other design documents to ensure accuracy, completeness and traceability to functional and allocated baselines and contract specifications.

3.2.19.6 Provide technical evaluations of contractor performance and provide technical representation of the project office at progress reviews, design reviews, technical interchange meetings and other SE oriented meetings and reviews with development contractors. Inform project management and other IPT members of project status and track and ensure completion of actions and resolution of issues.

3.2.19.7 Identify and review changes to actual tactical systems and equipment and evaluate their impact on associated simulation, training, testing and threat system functional, allocated and product baselines. Prepare Engineering Change Proposals (ECP) and Value Engineering Proposals (VEP) and review and evaluate contractor prepared ECPs and Value Engineering Change Proposals (VECP) prompted by conditions such as changes to tactical equipment, changes to technical and performance requirements, cost, design deficiencies and part obsolescence, and provide and justify recommendations to reject or accept proposed changes. Oversee efforts to apply engineering changes and integrate new and updated components and technologies into existing systems.

3.2.19.8 Review drawings, hardware and software specifications, software design documentation and other technical data produced to document system designs and assess their compliance with contract requirements. Ensure rights and distribution markings on data received from contractors are consistent with and comply with contract requirements. Identify items that do not comply with requirements or are otherwise incomplete or insufficient for life cycle sustainment of system hardware and software, and competitive procurement of replacement items, repair parts and spares.

3.2.19.9 Perform configuration identification, verification, control and status accounting of Government requirements and baselines generated during system development, and contractor generated and maintained requirements and hardware and software baselines delivered to the Government. Perform Functional Configuration Audits (FCA) to compare and verify that the system hardware and software has achieved the requirements specified in its functional, performance, interoperability, and interface requirements specifications. Perform Physical Configuration Audits (PCA) to verify the "as-built" configuration of items against detailed design documentation such as drawings and associated lists, quality assurance provisions, packaging details and other technical data package elements to verify the configuration item's product baseline.

3.2.19.10 Evaluate plans and production engineering requirements and participate in production readiness reviews and assessments. Evaluate and assess the producibility of designs, maturity of production processes, availability of materials, and readiness of personnel and facilities, and identify technical, schedule and cost risks.

3.2.19.11 Evaluate plans for and participate in the implementation of hardware and software quality assurance programs, and inspection systems, and evaluate management and execution of contractor quality assurance programs, and validate reported metrics.

3.2.19.12 Define strategic level technical roadmaps and action plans to achieve organizational goals for interoperability and integration of systems.

### 3.2.20 TECHNOLOGY ANALYSIS, EVALUATIONS, AND ASSESSMENTS

3.2.20.1 Identify and investigate commercial product developments, industry independent research and development programs, Small Business Innovation Research (SBIR) programs, in-house research and development projects and tasks, and other Government agency research programs, and perform technology assessments to identify and determine the current states of technologies and their technology readiness levels. Typical technologies include modeling and simulation, computer and communication networks, visual systems, test and training instrumentation, targetry systems, threat systems and simulations, human systems, and distributed learning. Develop recommendations to aid in determining whether technologies merit further examination and conduct studies, analyses and simulations to determine the feasibility of incorporating technologies into current or planned

simulation, training and test programs, systems, devices and tools. Develop/procure samples, or test models/systems as necessary to support analyses or proof of concept studies. These hardware or software systems may be used in office or field environments as needed to accomplish the specific objectives of the task.

### 3.2.21 TEST AND TRAINING OPERATIONS

3.2.21.1 Support the planning, conduct and management of all aspects of in-plant (usually contractor conducted) and on-site system, subsystem and software test and evaluation activities and experiments from concept refinement through system development and demonstration, production and deployment, and operations and support. Typical types of tests include prototype, early user, hardware and software configuration item, regression, pre-production, reliability and maintainability, environmental, human factors, safety, First Article, verification, functional, acceptance, production qualification, and formal Government conducted Developmental, Operational and Live-Fire. Document deficiencies and discrepancies found during testing and participate in post test meetings to evaluate results and develop of courses of action.

3.2.21.2 Support the development and updates of Test and Evaluation Master Plans (TEMP) in accordance with applicable instructions and regulations. Develop test plans, procedures, acceptance criteria and reports. Review and evaluate test requirements, plans, procedures, acceptance criteria, and reports to assure accuracy, completeness, feasibility, testability and product compliance.

3.2.21.3 Develop, modify and maintain testing and training algorithms and models, use cases, training exercise plans, vignettes and scenarios in support of training exercises, and after action reviews.

3.2.21.4 Define computer and network resources required to execute specific exercises and resources based on the scope of scenarios and fidelity of models and develop baseline estimates of performance.

3.2.21.5 Provide subject matter expertise in testing of aviation and ground system simulators and training and threat simulations to determine and verify fidelity as compared to actual systems. Typical items evaluated include fidelity of computer generated visual imagery, simulator operation and handling, control functions and forces, instrumentation, vibrations and sounds, and accuracy of control positions and threat fidelity.

3.2.21.6 Perform inspections, diagnostics and functional tests of systems and instrumentation to determine and verify the operational condition of the equipment prior to initiation of disassembly or modification efforts and following completion of equipment installation, modifications and updates.

3.2.21.7 Conduct training to support fielding of system modifications using training programs and materials developed for the system.

3.2.21.8 Perform training in system administration and use of information systems and software used in the performance of organizational operations and testing and training missions. Train staff in the preparation and processing of personnel actions in the Defense Civilian Personnel Data System (DCPDS).

3.2.21.9 Develop and present training and execute coordination functions to facilitate implementation of operational changes associated with new business processes and redesign of organizational structures.

3.2.21.10 Develop and present courses of instruction to develop technical skills in information assurance, modeling and simulation, networking, systems engineering, and distributed and parallel technologies.

3.2.21.11 Maintain training system technical data repositories containing items such as technical manuals, logistics and other technical data, and drawings.

## 4. MANPOWER AND WORKFORCE COMPOSITION

4.1 The U.S. Government maintains the right to require removal of contractor personnel for cause.

4.2 The contractor shall assure that the workforce has sufficient qualifications to perform work as required by the U.S. Government, and that those qualifications are maintained during the life of the contract. The contractor shall replace, at no cost to the U.S. Government, any personnel, trained at U.S. Government expense, who leave the contract for other than U.S. Government convenience within the period of performance of the task order or subsequent task orders upon which the personnel begin to perform, and for which the training is also required for performance. Personnel so replaced shall be comparably trained at the contractor's expense.

4.3 The contractor shall advise the U.S. Government in advance of any necessity to reassign or replace "key personnel" during the performance of this contract. The qualifications of the key personnel and any replacements will be subject to review by the U.S. Government. Key personnel, if required, will be identified in individual Task Orders.

4.4 The standard operating hours for on-site personnel is 0730-1615 hours, Monday through Friday. Core hours for on-site personnel are 0900-1500 hours, Monday through Friday.

4.5 The U.S. Government will not issue a task order to support contractor management, administrative or support functions for the contractor's administration of this contract.

## 5. PRODUCT COMPATIBILITY.

When specified in the task order, the contractor shall provide the product or a reproducible copy of the product in an automated format that is compatible with the U.S. Government office applications software. Applications currently being used by PEO STRI are the Microsoft Office Suite and the Windows XP operating systems. The contractor shall upgrade applications software and operating systems in concordance with U.S. Government upgrades.

## 6. CONTRACT DATA REQUIREMENTS.

The contractor shall be responsible for producing and delivering data items for the common contract data requirements identified herein and for producing and delivering unique data items as required by individual task order Contract Data Requirements Lists (CDRL). All data items shall be prepared using applications compatible with the PEO STRI office automation baseline and delivered in the form and manner specified on the CDRL.

6.1 COMMON CONTRACT DATA REQUIREMENTS. The U.S. Government requires the following contract data requirements:

6.1.1 STATUS REPORT. The contractor shall identify and record accomplishments made during the reporting period at the as well as problems encountered that may impact the price, scope, or schedule, address action taken to resolve outstanding issues from prior reporting periods, and perform planning for upcoming activities. The contractor shall deliver a comprehensive report addressing the contract and all Task Orders active during the reporting period in accordance with CDRL A001.

6.1.2 FUNDS AND LABOR HOUR EXPENDITURE REPORT. The contractor shall collect and record price and staffing data by labor category (for Time and Material (T&M) and Cost type tasks only) and cumulative fiscal data (for T&M and Cost type tasks only). The contractor shall deliver a comprehensive report addressing the contract and all Task Orders active during the reporting period in accordance with CDRL A002.

6.1.3 IN-PROCESS REVIEW (IPR) MATERIAL. The contractor shall prepare and deliver IPR material addressing the contract and all Task Orders active during the reporting period in accordance with CDRL A003. The contractor shall present the IPR material to the Government on a quarterly basis with the date for the initial presentation to be determined at the Post Award Conference.

6.1.4 COMPLETION REPORT. The contractor shall track the execution status of contract Task Orders and notify the government of order completion in accordance with CDRL A004.

6.2 UNIQUE CONTRACT DATA REQUIREMENTS. The contractor shall prepare documents, drawings, analyses, plans, manuals, specifications, meeting minutes, profiles, procedures, studies, technical reports, notices, estimates, proposals, charts, packages, notifications, guides, briefings and other data items in accordance with CDRL A005 or other CDRLs as applied to and specified in individual Task Orders.

6.3 ARCHIVE OF DELIVERABLES. The contractor shall maintain an electronic, indexed, archival record of all unclassified deliverables resulting from this contract.

## 7. SECURITY.

The contractor shall be in compliance with those security requirements specified in Contracts Security Classification Specifications, DD Form 254.

7.1 The contractor will be required to have a TOP SECRET facility clearance with SECRET safeguarding capability limited to 2 cubic feet. The contractor will require access to communications-security information, SCI and Non-SCI Intelligence information, and For Official Use Only (FOUO) information.

7.2 In performing this contract the contractor will receive classified material, have access to classified information within the United States and overseas, and will be authorized to use the Defense Technical Information Center (DTIC). Performance of this contract will be worldwide as designated by individual task orders. Individual Task Orders will specify security requirements in each Performance Work Statement. Individual DD Form 254 will be issued for each classified Task Order. Some positions/duties may not require a clearance but all positions/duties will require investigation for duties and access to U.S. Government systems.

7.3 The contractor shall provide information required for issuance of a Common Access Card (CAC) to the contract or individual Task Order Trusted Agent, as appropriate, for all personnel requiring access to Government facilities in performance of this contract. The contractor shall ensure all personnel requiring a CAC obtain an Army Knowledge Online (AKO) account and email using the Contracting Officer's Representative (COR) or Task Order Technical Point of Contact (TPOC), as appropriate, as the account sponsor. The contractor shall ensure all personnel requiring access to Government computer resources complete PEO STRI's training for operating and retaining a user account on a Government network. Contractor personnel shall use their assigned AKO email address for all email correspondence related to performance of Government's Task Orders. The Corporate Information Office (CIO) of the PEO may issue qualified personnel an alias for internal email communication. If an alias is issued by the CIO, contractor personnel shall forward their AKO email messages to the alias issued.

7.4 Prior to any travel to the Republic of Korea, qualified personnel will take the required training for invited contractors no later than 60 days prior to the trip. This training is required annually for all contractors traveling to Korea in the performance of Task Orders on this contract. The course is available online at <http://www.usfk.mi./USFK/index.html>. Once at the site follow the links to the required training. If difficulties are encountered contact the Task Order TPOC.

## 8. QUALITY CONTROL REQUIREMENT.

The contractor shall implement and maintain a quality control program. The program shall include inspection, validation, evaluation, corrective action and procedures necessary to achieve quality control. The adequacy of reports and documentation shall be the responsibility of the contractor. All quality control operations performed by the contractor shall be subject to U.S. Government verification. Verification shall consist of monitoring the operations to determine that the practices and methods of the contractor's procedures are properly applied. Contractor conformance to the requirements of this PWS will be measured in accordance with the Quality Assurance Surveillance Plan (QASP).

## SECTION F - DELIVERIES OR PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2009 TO 10-AUG-2010	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2009 TO 23-NOV-2010	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule Item has been deleted from CLIN 0002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2009 TO 10-AUG-2010	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 0003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2009 TO 10-AUG-2010	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2009 TO 23-NOV-2010	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 0004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2009 TO 10-AUG-2010	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2009 TO 23-NOV-2010	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 0005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2009 TO 10-AUG-2010	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2009 TO 23-NOV-2010	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 0006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2009 TO 10-AUG-2010	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2009 TO 23-NOV-2010	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 0007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2009 TO 10-AUG-2010	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2009 TO 23-NOV-2010	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 1001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2010 TO 10-AUG-2011	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2010 TO 23-NOV-2011	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule Item has been deleted from CLIN 1002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2010 TO 10-AUG-2011	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 1003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2010 TO 10-AUG-2011	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2010 TO 23-NOV-2011	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 1004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2010 TO 10-AUG-2011	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2010 TO 23-NOV-2011	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 1005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2010 TO 10-AUG-2011	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2010 TO 23-NOV-2011	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 1006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2010 TO 10-AUG-2011	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2010 TO 23-NOV-2011	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 1007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2010 TO 10-AUG-2011	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2010 TO 23-NOV-2011	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 2001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2011 TO 10-AUG-2012	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

POP 24-NOV-2011 TO 23-NOV-2012	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK
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The following Delivery Schedule Item has been deleted from CLIN 2002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2011 TO 10-AUG-2012	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 2003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2011 TO 10-AUG-2012	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2011 TO 23-NOV-2012	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 2004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2011 TO 10-AUG-2012	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2011 TO 23-NOV-2012	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 2005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2011 TO 10-AUG-2012	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2011 TO 23-NOV-2012	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 2006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2011 TO 10-AUG-2012	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2011 TO 23-NOV-2012	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 2007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2011 TO 10-AUG-2012	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

POP 24-NOV-2011 TO 23-NOV-2012	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK
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The following Delivery Schedule item for CLIN 3001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2012 TO 10-AUG-2013	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2012 TO 23-NOV-2013	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule Item has been deleted from CLIN 3002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2012 TO 10-AUG-2013	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 3003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2012 TO 10-AUG-2013	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2012 TO 23-NOV-2013	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 3004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2012 TO 10-AUG-2013	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2012 TO 23-NOV-2013	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 3005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2012 TO 10-AUG-2013	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2012 TO 23-NOV-2013	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 3006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2012 TO 10-AUG-2013	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

POP 24-NOV-2012 TO 23-NOV-2013	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK
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The following Delivery Schedule item for CLIN 3007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2012 TO 10-AUG-2013	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2012 TO 23-NOV-2013	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 4001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2013 TO 10-AUG-2014	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2013 TO 23-NOV-2014	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule Item has been deleted from CLIN 4002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2013 TO 10-AUG-2014	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 4003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2013 TO 10-AUG-2014	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2013 TO 23-NOV-2014	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 4004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2013 TO 10-AUG-2014	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2013 TO 23-NOV-2014	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 4005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2013 TO 10-AUG-2014	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

POP 24-NOV-2013 TO 23-NOV-2014	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK
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The following Delivery Schedule item for CLIN 4006 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2013 TO 10-AUG-2014	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2013 TO 23-NOV-2014	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following Delivery Schedule item for CLIN 4007 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 11-AUG-2013 TO 10-AUG-2014	N/A	N/A FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 24-NOV-2013 TO 23-NOV-2014	N/A	U.S. ARMY PEO STRI (b) (6) 12350 RESEARCH PARKWAY ORLANDO FL 32826-3276 (b) (6) FOB: Destination	W900KK

The following have been modified:

**THIS DOCUMENT CONSTITUTES AS A PERFORMANCE- BASED INDEFINITE  
DELIVERY/INDEFINITE QUANTITY (ID/IQ) CONTRACT FOR NON-PERSONAL SUPPORT**

**SERVICES. THE CONTRACT WILL BE FOR A FIVE-YEAR TOTAL PERIOD WITH A ONE-YEAR BASE PERIOD AND FOUR ONE-YEAR OPTIONS TO EXTEND.**

5152.211-5006 PERIOD OF PERFORMANCE (PEO STRI) (SEP 2006))

(a) The contract shall commence on 23 November 2009 and shall continue through 23 November 2010. However, the period of performance may be extended in accordance with the option provisions contained herein.

(b) If FAR Clause 52.216-18, "Ordering", is incorporated into this contract, then the period in which the Government can issue orders under the contract will be extended at the exercise of an option, and extended to the end of that option period.

Basic Period of Performance;	24 November 2009 through 23 November 2010
First Option;	24 November 2010 through 23 November 2011
Second Option;	24 November 2011 through 23 November 2012
Third Option;	24 November 2012 through 23 November 2013
Fourth Option;	24 November 2013 through 23 November 2014

SECTION G - CONTRACT ADMINISTRATION DATA

The following have been modified:

5152.201-5002 CONTRACTOR'S AUTHORIZED CONTRACT COORDINATOR AND TECHNICAL LIAISON (PEO-STRI) (SEP 2006)

(a) The contractor shall state below the name and telephone numbers of the contractor's employees responsible for coordination of contract functions/liaison with the Contracting Officer and/or Contract administrator, and providing technical assistance as required regarding product specifications, functionality, etc.

**CONTRACT COORDINATOR:**

NAME: (b) (6)

PHONE (BUS): (b) (6)

PHONE (AFTER HOURS): (b) (6)

**ALTERNATE:**

NAME: (b) (6)

PHONE (BUS): (b) (6)

PHONE (AFTER HOURS): (b) (6)

(b) The contractor shall notify the Contracting Officer and/or Contract Administrator in advance, in writing, of any changes in the above listed personnel.

5152.232-5011 INVOICING INSTRUCTIONS AND PAYMENT (WAWF INSTRUCTIONS) (PEO-STRI) (SEP 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 self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>.

(2) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, 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 the size of files per invoice is 5 megabytes.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF: **TO BE SPECIFIED ON INDIVIDUAL TASK ORDERS.**

<b>Invoice as 2-in-1 (FP Services Only – No DD250 Required)</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
InspectBy DoDAAC	
Service Acceptor	
<b>Invoice Only</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
Ship To Code	
<b>Receiving Report (DD 250) Destination Inspection / Destination Acceptance Inspect and Accept at place of destination Invoice and Receiving Report (Combo) - Destination Inspection / Destination Acceptance</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
InspectBy DoDAAC	
Ship To Code	
<b>Receiving Report (DD 250) Source Inspection / Source Acceptance Inspection and Acceptance takes place at contractor's plant Invoice and Receiving Report (Combo) - Source Inspection / Source Acceptance</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
InspectBy DoDAAC	
Ship To Code	
<b>Receiving Report (DD 250) Source Inspection / Destination Acceptance Inspection at contractor's plant with Acceptance at destination Invoice and Receiving Report (Combo) - Source Inspection / Destination Acceptance</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
InspectBy DoDAAC	
Ship To Code	
<b>Receiving Report (DD 250) Other Inspection / Other Acceptance Inspection and Acceptance takes place at location other than valid Ship To Code Invoice and Receiving Report (Combo) - Other Inspection / Other Acceptance</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK

Admin DoDAAC	
InspectBy DoDAAC	
Ship To Code	
Acceptor at Other DoDAAC	
<b>Cost Voucher (T&amp;M – LH – Cost)</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
DCAA Auditor DoDAAC	
Service Approver	
<b>Performance Based Payment</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
InspectBy DoDAAC	
Contracting Officer	
<b>Progress Payment</b>	
Pay DoDAAC	
IssueBy DoDAAC	W900KK
Admin DoDAAC	
InspectBy DoDAAC	
Contracting Officer	

(c) The contractor shall submit invoices / cost vouchers for payment per contract terms.

(d) The Government shall process invoices / cost vouchers for payment per contract terms.

(e) For each invoice / cost voucher submitted for payment, the contractor shall also email the WAWF automated invoice notice directly to the following points of contact: **TO BE SPECIFIED ON INDIVIDUAL TASK ORDERS. ADDITIONAL BILLING INSTRUCTIONS WILL BE SPECIFIED ON INDIVIDUAL TASK ORDERS AS REQUIRED.**

Name	Email	Phone	Job Title
(b) (6)			Contracting Officer's Representative (COR)
<Contract Specialist>	<Contract Specialist>	(407) XXX-XXXX	Administering Contract Specialist
<TPOC>	<TPOC>	(407) XXX-XXXX	Technical Point of Contact (TPOC)

5152.243-5000 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (PEO-STRI) (SEP 2006)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the contractor's facilities or in any other manner communicates with contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

Ms. (b) (6)  
Contracting Officer  
12350 Research Parkway  
Orlando, Fl 32826-3276

(b) (6)  
[REDACTED]

The following have been deleted:

5152.232-5008	Payment of Fixed Fee	OCT 2006
5152.232-5015	Allotment of Funds	OCT 2006

## SECTION H - SPECIAL CONTRACT REQUIREMENTS

The following have been modified:

### H.1 DELIVERY/TASK ORDER TYPES

The following types of delivery/task orders may be issued under this contract:

Firm Fixed Price (FFP)  
Time and Material (T&M)

(1) Firm fixed price delivery/task orders may be issued when the scope of effort is sufficiently defined to allow technical and cost risks to be predicted with reasonable certainty. Under this contract type, the Contractor shall be required to submit a firm fixed price proposal for accomplishing the total effort inclusive of all labor, material and travel costs, as appropriate. The contractor shall be required to deliver the specified product within the specified time and FFP amount.

(2) Time and Material delivery/task orders may be issued when it is not possible at the time of placing the delivery/task order to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. Under this contract type, the Contractor shall be required to submit an estimated Not-To-Exceed price based on direct labor hours using the appropriate labor rates established in the Section J, Attachment 1, or as requested by the Contracting Officer. The resulting negotiated estimated amount including material, material-handling fees, if appropriate, and travel costs, as necessary, represents the Total Estimated Not-To-Exceed Ceiling price of the order. The ceiling price may not be exceeded unless the Contracting Officer issues a modification to the task order.

The determination regarding which type of delivery/task order to be awarded shall be at the discretion of the Contracting Officer.

## H.2 GOVERNMENT FURNISH PROPERTY (GFP)

- (1) The Electronic Consulting Services, Inc (ECS) will have right of use of all Government Furnish Property that is provided on the contract on a rent free basis.
- (2) The Government Property shall be used only in the performance of contract W900KK-09-D-0006.
- (3) The Contractor shall be accountable and responsible for the Government Furnished Property provided under this Contract.
- (4) Not with standing in the liability provision contained in the clause at 52.245-1(f) (vi) (A), the contractor assumes responsibility and liability for any loss, damage, theft or destruction of Government Property.
- (5) The Contract price does not include any amount for replacement for which Electronic Consulting Services, Inc (ECS) is responsible. Replacement of property for which the Contractor is responsible shall be accomplished by the Contractor at its own expense.
- (6) The Government shall retain title to all Government Furnish Property in accordance with FAR 52.245-1(e) (1), Title to Government Property.
- (7) The Government Furnish Property provided on this contract shall be administered through the following Defense Contract Management Administration (DCMA) office:

### DCMA OFFICE

POC: (b) (6)  
10500 Battleview Parkway, Suite 200  
Manassas, VA 20109

(b) (6)

(b) (6)

### 5152.232-5012 ALLOTMENT OF FUNDS - INCREMENTALLY FUNDED COST-REIMBURSEMENT CONTRACT OTHER THAN COST-SHARING CONTRACT (PEO-STRI) (SEP 2006)

For the purposes of paragraph (b) of the "Limitation of Funds" clause of this contract-

(a) the amount available for payment and allotted to this incrementally funded contract is \$(if contract, enter dollar amount; if solicitation, state "to be determined");

(b) the items covered by such amount are Item(s) [insert CLINs]; and

(c) the period of performance for which it is estimated the allotted amount will cover is [insert the period of performance (calendar date)]. **INFORMATION TO BE SPECIFIED WITHIN INDIVIDUAL TASK ORDERS**

### 5152.232-5013 ADDITIONAL INSTRUCTIONS FOR SUBMISSION OF INVOICES (PEO-STRI) (SEP 2006)

Within sixty (60) days of the completion of work called for under each delivery/task order issued under this contract, the contractor shall submit a final invoice for actual hours incurred by labor category for performance of work ordered; and actual costs incurred for ODCs and travel (G&A inclusive) in performance of the work ordered,

to the PCO, cognizant audit and contract administration offices. This contract has been awarded with a fixed G&A rate not subject to redetermination for contract closeout purposes. The G&A rate applied to other direct costs and travel for this contract is 7.6%.

TO BE COMPLETED AT CONTRACT AWARD

## SECTION I - CONTRACT CLAUSES

The following have been modified:

### 252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES (NOV 2004)

(a) When placing orders under Federal Supply Schedules, Personal Property Rehabilitation Price Schedules, or Enterprise Software Agreements, the Contractor shall follow the terms of the applicable schedule or agreement and authorization. Include in each order:

(1) A copy of the authorization (unless a copy was previously furnished to the Federal Supply Schedule, Personal Property Rehabilitation Price Schedule, or Enterprise Software Agreement contractor).

(2) The following statement: Any price reductions negotiated as part of an Enterprise Software Agreement issued under a Federal Supply Schedule contract shall control. In the event of any other inconsistencies between an Enterprise Software Agreement, established as a Federal Supply Schedule blanket purchase agreement, and the Federal Supply Schedule contract, the latter shall govern.

(3) The completed address(es) to which the Contractor's mail, freight, and billing documents are to be directed.

(b) When placing orders under nonmandatory schedule contracts and requirements contracts, issued by the General Services Administration (GSA) Office of Information Resources Management, for automated data processing equipment, software and maintenance, communications equipment and supplies, and teleprocessing services, the Contractor shall follow the terms of the applicable contract and the procedures in paragraph (a) of this clause.

(c) When placing orders for Government stock, the Contractor shall --

(1) Comply with the requirements of the Contracting Officer's authorization, using FEDSTRIP or MILSTRIP procedures, as appropriate;

(2) Use only the GSA Form 1948-A, Retail Services Shopping Plate, when ordering from GSA Self-Service Stores;

(3) Order only those items required in the performance of Government contracts; and

(4) Pay invoices from Government supply sources promptly. For purchases made from DoD supply sources, this means within 30 days of the date of a proper invoice (see also Defense Federal Acquisition Regulation Supplement (DFARS) 251.105). For purchases made from DoD supply sources, this means within 30 days of the date of a proper invoice. The Contractor shall annotate each invoice with the date of receipt. The Contractor's failure to pay may also result in the DoD supply source refusing to honor the requisition (see DFARS 251.102(f)) or in the Contracting Officer terminating the Contractor's authorization to use DoD supply sources. In the event the Contracting Officer decides to terminate the authorization due to the Contractor's failure to pay in a timely manner, the Contracting Officer shall provide the Contractor with prompt written notice of the intent to terminate the authorization and the basis for such action. The Contractor shall have 10 days after receipt of the Government's notice in which to provide additional information as to why the authorization should not be terminated. The termination shall not provide the Contractor with an excusable delay for failure to perform or complete the contract in accordance with the terms of

the contract, and the Contractor shall be solely responsible for any increased costs.

(d) Only the Contractor may request authorization for subcontractor use of Government supply sources. The Contracting Officer will not grant authorizations for subcontractor use without approval of the Contractor.

(e) Government invoices shall be submitted to the Contractor's billing address, and Contractor payments shall be sent to the Government remittance address specified below:

Contractor's Billing Address [include point of contact and telephone number]: Electronic Consulting Services, Inc., ATTN: Mr. Mack Perry, 12249 Science Drive, Suite 120, Orlando FL 32826.

Government Remittance Address: Contractor will submit invoices via the Wide Area Workflow (WAWF) system per the guidance at DFARS clause 252.232-7003. Per block 12 of this contract, payment will be made by: DFAS - Columbus Center, DFAS-CO South Entitlement Operations, P.O. Box 182264, Columbus OH 43218-2264.

(End of clause)

#### 5152.204-5001 REQUIREMENTS FOR LOCAL SECURITY SYSTEM (PEO-STRI) (SEP 2006)

The contractor agrees to provide locator information regarding all employees requiring a permanent badge for authorized entrance to the PEO STRI. Entrance is authorized by this contract as a result of tasks associated with performance of the Section C – Descriptions and Specifications. Initial information shall be provided as each individual is assigned to this contract by using the Locator Form information which may be accessed electronically via <https://sharetsd.navair.navy.mil/apps/FacilityAccessRequest/Index.cfm> and <http://intranet.peostri.army.mil/appl/FILES/NAVAIRBadgeApplication.pdf>. Thereafter, quarterly reports (due at the beginning of each quarter by the fifth day of the month) will be provided with gains/losses (identification of new and replaced or added individuals) and any changes to current personnel (such as telephone number, building number and room number). A point of contact is to be named on each quarterly report for any questions/additional information needed by the Government recipient. The quarterly reports are to be addressed to the Contracting Officer's Representative. All losses are to have the permanent badges returned to the Contracting Officer's Representative on the last day of the individual's task requirement.

#### SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The Table of Contents has changed from:

##### Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	DDForm 1423, Contract Data Requirements List	05 Pages	13 Aug 08
Exhibit B	DD Form 1664, Data Item Descriptions	01 Page	01 Oct 93
Exhibit C	DD Form 1664, Data Item Descriptions	07 Pages	13 Mar 97
Exhibit D	DD Form 1664, Data Item Descriptions	03 Page	30 Oct 06
Exhibit E	DD Form 1664, Data Item Descriptions	02 Pages	14 Nov 06
Attachment 1	Contract Labor Ranges	05 Pages	31 July 09
Attachment 2	DD Form 254, Department of Defense Contract Security Classification Specification	09 Pages	04 Aug09
Attachment 3	Quality Assurance Surveillance Plan (QASP)	01 Pages	20 Nov 07
Attachment 4	Labor Categories	01 Page	13 Aug 08

Attachment 5                      Labor Definitions                      26 Pages                      13 Aug 08

to:

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	QASP Rev.01 15Jan10	1	

(End of Summary of Changes)