

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-08-D-5457				2. DELIVERY ORDER NO. FG01		3. EFFECTIVE DATE 2008 Dec 12		4. PURCH REQUEST NO. N00174-08-NR-30001		5. PRIORITY DO-C9	
6. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115			CODE N00174	7. ADMINISTERED BY DCMA PITTSBURGH VA HIGHLAND DRIVE FACILITY, 7180 HIGHLAND DRIVE PITTSBURGH MD 15206-1297				CODE S3911A	8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>		
9. CONTRACTOR Information Manufacturing LLC 310 State Route 956 Keyser WV 26726			CODE IC0V8	FACILITY 013695486		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED			
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266				CODE HQ0337	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
Information Manufacturing LLC											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
	If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL		[REDACTED]	
				By: /s/Patricia J Downey				12/12/2008		26. DIFFERENCES	
								CONTRACTING/ORDERING OFFICER			
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.	29. D.O. VOUCHER NO.		30. INITIALS		
						PARTIAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
f. TELEPHONE						g. E-MAIL ADDRESS	FINAL				
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT COMPLETE	34. CHECK NUMBER				
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				PARTIAL	35. BILL OF LADING NO.				
						FULL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

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GENERAL INFORMATION

Subcontracting Goals are hereby incorporated and made a part of this contract.

Email dated 12/12/2008 extending offer until 31 December 2008 is hereby incorporated and made a part of this contract.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
2000	Engineering, Technical & Program Management Support Services in accordance with Statement of Work in Section C. (OTHER)	1.0 Lot	██████████	\$ ██████████
200001	Incremental Funding (OTHER)			
200002	Incremental Funding (OTHER)			

TASK ORDER MANAGER (TOM)

(a) The Task Order Manager for this task order is: Joe McClure

Mailing Address: 4072 North Jackson Road

Code: CD1 Telephone No.: (301) 744-4688

(b) The Alternate TOM for this contract is: same as above

Name:

Mailing Address:

Code: Telephone No.:

(c) The TOM will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion, as necessary, with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the task order, the contractor shall

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promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the TOM named above is absent due to leave, illness or official business, all responsibility and functions assigned to the TOM will be the responsibility of the alternate TOM.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE-BASED STATEMENT OF WORK FOR ENGINEERING, TECHNICAL, AND PROGRAM MANAGEMENT SUPPORT AT NAVY FACILITIES

GENERAL

The Indian Head Division/Naval Surface Warfare Center (IHD/NSWC) has been tasked with providing engineering, technical, program management, and administrative support for Navy facilities and equipment. The contractor shall provide assistance to the Government to support the industrial facilities procurement, production, and manufacturing activities, maximizing material staging area and increasing materials storage, handling, shipment, and asset life cycle management, and provide a plan for future requirements. This effort will support industrial facilities and infrastructures to provide automated and controlled warehousing and materials staging areas.

2.0 SCOPE

The contractor shall conduct studies, analysis, assessments, life cycle management, modeling and simulation, and program management in support of Navy facilities and equipment. Work will be performed at the Allegany Ballistics Laboratory (ABL), Rocket Center, WV. The contractor must maintain a location within ten (10) miles of the ABL's facility.

The contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government nor perform any inherently Governmental functions. The contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, contractor personnel will wear appropriate identification identifying themselves as contractor personnel. At all meetings, conferences, or sessions with the Government personnel, contractor personnel shall clearly identify their status as contractor employees. All reports delivered under this contract are property of the U.S. Government.

2.1 ENGINEERING SUPPORT

The contractor shall interact with Navy field activity organizations to help stimulate and implement functional and cultural changes for systems, engineering and business management improvement, assessing and evaluating activity efforts to achieve improvement goals, performing engineering feasibility studies and analyses including statistical research, reliability and maintainability analysis, field investigations, data collection and reduction, to assess system, equipment, and organizational performance factors.

2.1.2 ENGINEERING STUDIES AND ANALYSIS

The contractor shall provide expertise, studies, analysis, and associated technical services necessary to support the implementation of recommendations, specific plans and general concepts approved and/or developed by NAVSEA. Typical tasks may consist of the following types of activities:

- Annual Inspection Survey Support
- Industrial Operations Strategic Planning
- Industrial Operations Strategic Analysis
- Infrastructure use analysis
- Attendance at program reviews
- Maintain and track Action Items

2.1.3 FACILITY SUPPORT – ACTIVE/IN/ACTIVE

The contractor shall assist in planning and other activities related to the phase-out and closure of Government Owned/Contractor Operated (GOCO) facilities and Government property. The contractor shall provide assistance in monitoring, assessing, and reporting on plant installation, arrangement, rearrangement, and operation of property in and on facilities owned by the Government. The contractor shall also assist in the preparation of annual Capital Maintenance contracts, and provide engineering management support in the areas of manufacturing operations, facility utilization, and plant operations/maintenance for all GOCO facilities. The contractor shall provide assistance in the management of acquisition, expansion, modernization, conversion, transfer, disposition of industrial GOCO facilities, and participate in the annual NAVSEA 04XI3 inspection of GOCO facilities.

2.2 LIFE CYCLE MANAGEMENT (LCM) SUPPORT

The contractor shall initiate implementation of the LCM capability that will quickly, efficiently, and accurately provide

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an infrastructure that incorporates integrated work services including: asset tracking and management, property control, engineering data, purchasing data, supplier data, transportation, receiving, inspection, and finished goods inventory into one location. The new production line pilot program will include a range of low to high rate production with existing and new multiple sources of testing, processing, quality insurance, raw material and other incidental manufacturing and processing data.

The contractor shall be responsible for implementation and configuration of the existing Optimized Asset Tracking Capability to the LCM capability for low, medium and high rate production lines pilot on the ABL manufacturing floor utilizing data from several current stove pipes of sources into one central source.

The contractor shall research, acquire, and process data to be included in the LCM capability into a single source. The contractor shall include the configuration and secure processes of obtaining information without impacting current procedures or data creation. The contractor shall provide suggestions on improving any processes currently in use to create data and minimize duplicate efforts.

The contractor shall utilize the LCM capability to identify tools and prognostic capabilities for use in determining current health (safety, reliability, availability, performance, and remaining life) of individual ordnance items through non-destructive methods enabling management of ordnance inventory with the least total ownership cost. This may include adapting existing wireless communication and sensor technologies, adapting environmental models, advance technology for additional required capabilities, and conduct systems testing and integration activities to permit future fielding of the system.

2.3 MODELING AND SIMULATION SUPPORT

The contractor shall provide modeling and simulation of a diverse quantity of analytical tools for demonstrating, validating, and analyzing the secure supply chain capability on the manufacturing floor for increased throughput and productivity. The tools shall provide a high fidelity, real environment generation, impact prediction and simulation capability for operational, installation, and decision makers.

The contractor shall conduct advanced alternatives assessment, program life-cycle planning and prediction, and monitoring of process development and implementation. Advanced modeling techniques shall be used to provide the missing links and seamless interface to bring together the multiple data to ensure the best planned operational scenario for the safest and optimal result.

The contractor may be required to use existing or develop enhancements to Commercial Off-The-Shelf (COTS) and Government Off-The-Shelf (GOTS) systems (hardware/software) or develop new modeling techniques and models as required.

2.4 PROGRAM MANAGEMENT SUPPORT

The contractor shall provide program management and administrative support. The contractor shall assist with developing technical program planning and control documents. The contractor shall assist in the development of management plans and strategies, milestone planning and tracking, evaluations of program schedules, and deliverable tracking to include the planning, and/or reviewing of program data deliverables. The contractor will prepare a Plan Of Action & Milestones (POA&M) depicting the deliverables, their associated timeframes, milestones, and any dependent activities.

The contractor may be required to organize, attend or host, and facilitate program meeting discussions as directed by the Government. The contractor shall assist in preparing and coordinating the agenda to key meetings, preparing presentation materials, host and/or participate in the actual meeting, and draft the minutes and action items for appropriate action. The Government will conduct reviews of the activities, provide technical direction, and approval of all major activities undertaken by the contractor.

3.0 REPORTING REQUIREMENTS AND DELIVERABLES

3.1 The contractor shall submit monthly status reports, which are due on the 15th of each month and shall be submitted to: Indian Head Division/Naval Surface Warfare Center, 4072 North Jackson Road, Building 1558, Room 109A, Code CD1, Indian Head, MD, 20640-5135. These reports shall include the following elements:

- Contractor's name and address
- Contract number and task order number
- Date of report
- Period covered by report
- Man-hours expended by discipline for the reporting period, and cumulatively during the task order

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Cost curves portraying actual/projected conditions through the task order
 Cost incurred for the reporting period and total contractual expenditures as of report date
 Description of progress made during period reported, including problem areas encountered, recommendations, if any, for subsequent solution beyond the scope of this task order;
 Trips and significant results
 Plans for activities during the following period

3.2 The contractor shall provide such additional reporting, documentation, schedules, illustrations and drawings in a timely manner, as are requisites to the various task activities of the contract. Reporting should be in sufficient detail and of a quality to meet relevant commercial guidelines / standards and will include, but not be limited to:

- A Life Cycle Management capability to the manufacturing and production line at ABL on at least two production lines identified by NAVSEA.
- Provide a plan for implementation of the LCM Capability through out all of ABL manufacturing lines that are applicable. Provide a list of all manufacturing and production lines at ABL and recommendations on which lines should be considered for the LCM capability implementation.
- Technical reports, data compilations, and data surveys, evaluations, and analyses as required
- Final reports summarizing briefings, assessments, monthly reports, analysis and accomplishments completed during the period of performance
- Testing procedures, requirements, assessments, calibrations, and schedules as required
- Specifications, tabulations, engineering drawings, designs, concepts, diagrams, and equipment, as required
- Maintenance requirements, guidelines, schedules, procedures, instructions, corrective actions, etc. as required
- Conference agenda, conference minutes, and presentation materials as required
- Purchase descriptions, proposals, equipment, illustrations, program planning, support, and budget documentation and funding plans as required

GOVERNMENT FURNISHED EQUIPMENT (GFE) AND GOVERNMENT FURNISHED INFORMATION (GFI)

The Government will provide the appropriate Government furnished equipment, manuals, and information as required to support the requirements of this task order. Both the contractor and the designated Task Order Manager (TOM) will maintain accountability and inventory records. Specific GFE/GFI details will be provided in Technical Instruction issued under this task order.

5.0 TRAVEL

The Contractor may be required to travel in performance of this contract. Specific travel requirements shall be delineated and shall be in accordance with Joint Federal Travel Regulations.

6.0 SECURITY

Personnel associated with this contract may be required to have a DoD “secret” clearance. The contractor may have access to information and compartments with a “Secret” classification. The contractor must be capable of securely storing up to “Secret” level information in their facility. All deliverables associated with this SOW are “unclassified” unless otherwise.

7.0 DISCLAIMER STATEMENT

All reports resulting from this contract shall contain the following disclaimer statement on the cover of such reports:

"The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DOD) position, policy, or decision, unless so designated by other official documentation."

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SECTION D PACKAGING AND MARKING

SEE BASIC CONTRACT

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SECTION E INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE AT DESTINATION

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SECTION F DELIVERABLES OR PERFORMANCE

DELIVERIES OR PERFORMANCE

The basic effort will be performed under this contract, and shall be completed with a period of (12) months from the award date of this contract.

The task order period of performance shall not exceed the period of performance of the offeror's basic Sea-Port E contract.

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SECTION G CONTRACT ADMINISTRATION DATA

SPECIAL PAYMENT INSTRUCTIONS - PAYMENT SHALL BE MADE IN ACCORDANCE WITH THE ACRONYMS SHOWN ON THE INVOICES.

Task Order Manager
Joe T. McClure, CD1
4280 South Patterson Road, Building 303 Suite 110
Indian Head, MD 20640
joe.mcclure@navy.mil
301-744-4688

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Michael Burch

Phone Number: (301)744-6662

Email: michael.burch@navy.mil

Payments/Invoicing: DFAS Columbus Center

Phone Number: 1-800-756-4571

Task Order Manager: Joe McClure

Phone Number: (301) 744-4688

IHD 77 – FFP WAWF INVOICE INSTRUCTIONS (NSWCiHD) (AUG 2008)

(a) In accordance with the clause of this contract entitled “Electronic Submission of Payments Requests and Receiving Reports” (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. Submission of hard copy DD250/invoices may no longer be accepted for payment.

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

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

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

Use Invoice and Receiving Report (Combo) for Firm Fixed Price Contracts/Orders	
Below Fields Are To Be Completed By The Buyer	
Contract Number	N00178-08-D-5457
Delivery Order	FG01
CAGE Code/Ext.	1C0V8
Pay DoDAAC	HQ0337
Inspection	Destination
Acceptance	Destination
Fast Pay	DO NOT CHECK
Issue date	12/12/2008
Issue By DoDAAC	N00174
Admin DoDAAC	S3911A
Inspect By DoDAAC	N00174
Ship To Code/Ext.	N00174
LPO DoDAAC/Ext.	Not Applicable

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

(f) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on "Send More Email Notifications" and add the following email address (es):

Technical Representative: BUYER FILL IN Joe McClure

This additional notification to the government is necessary to make the acceptor aware that the invoice has been submitted in WAWF. Without this notification, the government may be unable to process your submission in a timely manner, which will delay payment.

(g) When shipping material, it is strongly recommended the contractor print a completed copy of the receiving report from WAWF and include this with the shipping paperwork. This assists receiving personnel with matching received material to your payment request, which can speed your payment.

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

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(i) If you have any questions regarding WAWF, please contact Dan Twombly at 301-744-6648 or daniel.twombly@navy.mil

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Patricia J. Downey at (301) 744-6666.

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Accounting Data
SLINID  PR Number      Amount
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200001  83406655             ██████████
LLA :
AA 872SM 1781810 84RA 000 W5S4X 0 068342 2D 000000 RACA10000010
Standard Number: N6615608WX83008
Reference Number: N0002408PD31235
Amendment Number: BASIC

200002  83406661             ██████████
LLA :
AB 97X4930 NH1F 000 77777 0 000174 2F 000000 878725D9N002

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SECTION H SPECIAL CONTRACT REQUIREMENTS

IHD 76 - INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) FEB 2000

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. The scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>
New Year's Day	01 January
Martin Luther King's Birthday	19 January
President's Day	16 February
Memorial Day	31 May
Independence Day	5 July
Labor Day	6 September
Columbus Day	11 October
Veteran's Day	11 November
Thanksgiving Day	25 November
Christmas Day	24 December

* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

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<u>AREA</u>	<u>FROM</u>	<u>TO</u>
Contracts Division (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M.	11:00 A.M.
	12:30 P.M.	2:00 P.M.

If you intend to visit the Contracts Division, it is advised that you call for an appointment at least 24 hours in advance.

GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE)

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Task Order Manager, via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

TECHNICAL INSTRUCTIONS

(a) Performance of the work hereunder will be subject to written technical instructions signed by the Ordering Officer specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instructions may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause of the basic contract; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for task order performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Ordering Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Ordering Officer that the technical instruction is within the scope of this task order.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

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SECTION I CONTRACT CLAUSES

SEE BASIC CONTRACT

52.222-41 Service Contract Act (1965)

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

DFARS 252.215-7003 EXCESSIVE PASS-THROUGH CHARGES-IDENTIFICATIONS OF SUBCONTRACT EFFORT (APR 2007)

DFARS 252.215-7004 EXCESSIVE PASS-THROUGH CHARGES (APR 2007)

DFARS 252.211-7003 ITEM UNIQUE IDENTIFICATION (JUN 2005)

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SECTION J LIST OF ATTACHMENTS

Extention of Offer Letter dated 12/12/2008

Subcontracting Goals

FFP CAP PLAN

Wage Determination WD 05-2573 (Rev.-6)